COGGES HERITAGE TRUST

JOB DESCRIPTION

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| Job title: | **Learning and Community Engagement Manager – Maternity Cover** |
| Hours of work: | 37.5 per week. End of contract 13th May 2022 |
| Salary: | £24,700 |
| Reports to: | Head of Operations |
| Directly manages: | Freelance Learning Leaders |
| Job purpose: | The development and delivery of quality formal and informal learning and community projects, both on and offsite. |

**Key tasks**

1. To schedule, implement, and design new learning programmes, events, partnerships, and other learning and community engagement initiatives
2. To identify, initiate, and deepen relationships with various schools, colleges, universities and community stakeholders
3. To coordinate and supervise traineeships
4. To oversee freelancers to deliver school learning sessions and to and coordinate volunteers to assist in delivering sessions
5. To manage all school bookings administration and liaise with the Resources Manager on invoices
6. To assist in the planning and delivery of booked and seasonal activities
7. To trial outreach projects for specific audiences
8. To actively seek feedback on Cogges’ learning and community activity programme from local schools, other learning providers and community stakeholders. To support the creation of mechanisms for internal and external evaluation of learning initiatives and community engagement for the Director, Project Board, Board of Trustees and the NLHF.
9. To attend community meetings and events on behalf of Cogges to hear needs and aspirations, provide information about community engagement, and advocate for participation
10. To maintain a database of education providers, stakeholders and user groups and track agreed metrics
11. To coordinate with the staff team to integrate learning and engagement work into all departments, to support the promotion of learning products and to secure school and adult learning bookings
12. To participate in the Cogges management team to help develop plans for Cogges and to ensure good co-ordination and communication across the organisation.
13. To carry out any other occasional tasks that may be reasonably required.
14. To take reasonable care of the health, safety and welfare of self, other people and resources, in accordance with organisational policy and statutory requirements.

It is anticipated that this role will include some evening and weekend working to meet the demands of the role and the needs of the organisation