



# St. Pauls CARNIVAL

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|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Job title:</b>      | <b>Education Programme Manager-Maternity cover</b>                                                                    |
| <b>Responsible to:</b> | <b>Executive Director</b>                                                                                             |
| <b>Line Management</b> | <b>Community facilitators and volunteers associated with the education programme</b>                                  |
| <b>Hours of work:</b>  | <b>21 hours per week, initial 6-month contract</b>                                                                    |
| <b>Remuneration</b>    | <b>£13/hour</b>                                                                                                       |
| <b>Location:</b>       | <b>All roles are primarily based at SPC Bristol-based office although flexible working arrangements are permitted</b> |

## **Purpose of the Role**

The purpose of the role is to:

- Support the development and design the year-round SPC education programme
- Co-ordinate and manage the delivery of the Carnival school's programme
- Grow SPC's connections with Bristol's education sector

## **Job description**

Programme responsibilities

- Engaging with schools already part of the 365 Education Programme and recruiting/building relationship with new schools (primary and secondary)
- Arranging/planning events and workshops within schools and other community venues
- Working closely with key community facilitators on the delivery of workshops, assemblies and events
- Attending events, workshops and meetings as required
- Managing partnership relationships and identifying potential new partners in the delivery of the Education Programme
- Liaise with the line manager and the development and design of the Education Programme



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- Support the development and design of Education Programme distinct phases (**Carnival Arts Programme, Autumn Inspire Programme, BHM Programme and Community Education Programme**)
- To oversee and deliver the Carnival arts school's programme
- To work closely with programme artists, volunteers and facilitators to ensure that the programme is delivered as designed, to a high standard and delivers against the key programme objectives
- To facilitate between St Pauls Carnival and the schools taking part on the Carnival arts programme to ensure good communication, manage expectations and provide clarity for the schools and students
- To ensure that all aspects of the programme is well-documented including numbers taking part in the programme at each school
- To ensure all activity is assessed for risk and recorded
- To ensure attendance to all programme events, acting the lead contact for volunteers, programme artists and teachers
- To ensure programme delivery team have all the information they need, arrive in good time prior to workshops and deliver as agreed with each school/venue
- Regular reporting as required by funders and the Board
- Liaising with the Communications and social media Officer to create contact which can be used in a variety of way showcasing the organisation's work, promotion and marketing

## Carnival Day responsibilities

- To plan, manage and communicate with the Operations Manager and Artistic Director to ensure the Carnival Day delivery is safe and well designed
- To develop and maintain relationships with all venues and venue leads providing a service for the programme Carnival Day and that agreed protocols are followed
- To ensure that all schools have information and itinerary in good time and can communicate to parents and students in preparation for Carnival Day
- To oversee the riders needed to the students and any teachers accompanying the participants



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## Person specification

Please note that the person specification is indicative and not prescriptive; the balance of duties will vary in accordance with business need but within the confines of the contract of employment.

| Criteria                                                                          | Essential | Desired | How assessed                  |
|-----------------------------------------------------------------------------------|-----------|---------|-------------------------------|
| <b>Experience</b>                                                                 |           |         |                               |
| Experience of working in education settings                                       | x         |         | Application form/CV/Interview |
| Experience of working with young people                                           | x         |         | Application form/CV/Interview |
| Experience of design and delivery of educational programmes                       |           | x       | Application form/CV/Interview |
| Strong attention to detail, with high accuracy and quality of output              | x         |         | Application form/CV/Interview |
| Strong organisational skills, including prioritisation and time-management        | x         |         | Application form/CV/Interview |
| Excellent user service experience, ability to respond accordingly to stakeholders | x         |         | Application form/CV/Interview |
| Experience of working for a charity / CIC                                         |           | x       |                               |
| <b>Skills</b>                                                                     |           |         |                               |
| Excellent interpersonal skills, working well and collaborating with people        | x         |         | Application form/Interview    |



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|-------------------------------------------------------------------------------------------------------------------------------------|---|--|-------------------------------|
| Highly competent in the use of Microsoft Office packages                                                                            | x |  | Application form/CV/Interview |
| Excellent organisation & time management skills                                                                                     | x |  | Interview                     |
| <b>Personal Attributes</b>                                                                                                          |   |  |                               |
| Enthusiastic, imaginative, and energetic with a 'can do' attitude                                                                   | x |  | Application form/Interview    |
| Ability to confidently work as part of a team or individually                                                                       | x |  | Application form/Interview    |
| A good understanding of St Pauls Carnival aims and objectives as an organisation<br>Keen interest in the arts, culture and Carnival | x |  | Interview                     |
| Clear communication and the ability to present formally and informally                                                              | x |  | Interview                     |