

Job Description

Job Title:	Education Manager (Science & STEM)
Organisation:	Cheltenham Festivals
Responsible to:	Director of Education
Salary range:	£27,000 - £30,000 per annum full-time role,
Working Arrangements:	Some evening and weekend work required. No overtime paid but time in lieu
Location:	109-111 Bath Road, Cheltenham and Festival sites
Holiday:	25 days per annum plus bank holidays. The holiday year is January to December

Background information

Since the launch of the Music Festival in 1945 and the Literature Festival in 1949, Cheltenham has been at the forefront of contemporary British culture. The Jazz festival was introduced in 1996 and the Science Festival in 2002. The Literature Festival is the largest of the four festivals and has developed an excellent reputation in the literary world.

The Festivals sell over 225,000 tickets a year to a value of over £2 million and Cheltenham Festivals raises approximately £2.4 million per annum from fundraising activities.

Cheltenham Festivals is a company limited by guarantee and is a registered charity. The Board of Directors, who are also the Trustees, are elected by the members of the company. They include the Chair of each of the festival advisory committees. The Board meets four times per year.

Each Festival programming team works closely with the Director of Festivals and the Directors of Education, Marketing & Partnerships as well as Finance, Operations and HR to achieve the objectives of the organisation.

The Role

The role of the Education Manager is to assist the Director of Education in shaping the Education programme across all four Festivals - Music, Literature, Jazz and Science; this role will be the specialist knowledge lead in Science and STEM subjects. Education and year round projects are seen as a core element of the work of all the Festivals, and the Education Manager will have a key role in developing, promoting and evaluating this activity.

The Education Team consists of 6 permanent members of staff, 4 full-time and 2 part-time.

Key areas of responsibility include:

- Assist the Director of Education in shaping the Education Programme
- Support the Development team in attracting funding for all Education projects.
- Work closely with the Science Programming team to design and develop Festival on-site and outreach programmes for children and young people which fulfils the Festivals and Education vision and objectives
- Jointly lead the delivery, including evaluation, of the Schools Science Festival Programme.
- Liaise with Festival and Marketing teams to promote the programme in order to increase participation and to build the CF brand
- Project manage identified year-round programmes, taking responsibility for the delivery, impact evaluation and budget
- Build Cheltenham Festivals' profile within existing and new subject-specialist networks
- Write concise and accurate reports
- Coordinate, contract and support freelance practitioners, volunteers and work experience students

General management

The Education Manager will

- Be responsible for ensuring the health and safety of the team and yourself by following safe systems of work, and by meeting the requirements of the health and safety policy.
- Ensure that the Festivals equal opportunities policies and other policies are followed and actively practiced within their team.
- Participate in Cheltenham Festivals' agreed performance appraisal system, use and proactively ensure the team use the data systems and management systems in place, currently Tessitura and Artifax.
- Ensure you are up to date in your area of specialism including new developments

This job description is not intended to be exhaustive. The post-holder will be expected to take on responsibilities and tasks as the strategy and Festivals develop (in consultation with the post-holder)

Personal Specification

Criteria	Essential
Skills required	<ul style="list-style-type: none">• Strong project management skills and exceptional people skills.• Ability to build good relationships both internally and externally to promote the Festivals' mission and vision• Ability to manage a complex workload within agreed deadlines• Management of budgets for specific projects identifying commercial opportunities when appropriate• Understanding of the Education system and school management structures• Excellent working knowledge of Microsoft Office and Outlook• Up-to-date knowledge of the National Curriculum and exam syllabuses, specifically in Science and STEM• Understanding of how digital initiatives can enhance learning• Evidence of successful teaching experience (primary or secondary)• Ability to write concise and accurate reports in order to demonstrate impact
Disposition	<ul style="list-style-type: none">• Sympathy with the Arts and Sciences• Ability to handle relationships sensitively• Resilience and tenacity• Ability to forge strong internal relationships with other staff and to support them when required.• Ability to deal and get on with people of different ages from a wide variety of backgrounds• Willingness and ability to be flexible
Qualifications	<ul style="list-style-type: none">• Education to degree level or equivalent experience • Full driving licence