

Job profile for the role of **Creative Learning Manager (maternity leave cover)**

Type of Contract:	Fixed term (7 months)
Hours of work:	5 days (35 hours) per week
Rate of pay:	FTE £25,750 per annum, pro rata
Line Manager:	Director of Stills

Job purpose

The Creative Learning Manager will lead on the management, delivery and evaluation of Stills' Creative Learning programme including Stills School and projects with external partners taking place at Stills, at external venues and/or online. You will be part of the Stills management team and will report to the Director of Stills.

Through our year-round Creative Learning programme, we work with individuals and community groups to deliver varied projects that use photography as a tool for self-expression and creative exploration. Sitting within the programme is Stills School, an alternative photography school for young people facing barriers to accessing the arts.

You will be expected to play an active part in the staff team and to practice and promote an exemplary level of professionalism. Unless otherwise agreed in advance, your duties will be undertaken at Stills, 23 Cockburn Street, Edinburgh.

Description of key tasks

- Manage the Creative Learning Programme, including the Stills School and partnership projects, and undertake research towards the future development of the programme.
- Act as a key contact for Creative Learning participants, freelance tutors and external partners including young people graduating from Stills School.
- Maintain and develop a network of community partners and referral agencies to develop new and diverse audiences in line with Stills Audience Development Strategy.
- Manage and monitor budgets and relevant financial records.
- With the Development Manager, identify and contribute towards funding applications.
- Act as an ambassador for Stills and attend meetings and events appropriate to Stills Creative Learning programme.
- Work with Stills Director to develop the Stills Youth Panel.

Other general tasks

- Respond to public enquires relating to the Creative Learning Programme.
- Work with the Communications Assistant to respond to relevant media enquiries.
- Monitor and provide evaluation and documentation on all Creative Learning activity providing reports to funders and the Stills Board of Directors.
- Attend weekly staff meetings and fortnightly manager's meetings.
- Act as Stills' Green Champion, sharing responsibility with the Stills Director for Stills' Carbon Management planning and emissions reporting.
- Contributing to duty management and key holder duties in the Stills premises.
- Attend exhibition previews and other evening events at Stills as required.

Essential Skills and experience

- At least 2 years' experience of planning, coordinating and delivering learning activity with a wide range of audiences.
- Experience of working with young people particularly ages 16-25.
- Knowledge and understanding of best practice in equalities and diversity and ability to apply this in all areas of work.
- Excellent written and verbal communication skills and the ability to communicate with a broad range of audiences.
- Excellent interpersonal skills with ability to build positive working relationships with external stakeholders.
- Good knowledge of and interest in photography.
- A proven ability to work within a team, managing freelance staff where appropriate.
- Excellent IT skills.
- Budget management.
- Efficient time and work-schedule management and the ability to work on a number of projects at any one time.
- Flexibility to work evenings, weekends and online where required.

Desirable

- Experience of working in partnership with external organisations
- A relevant professional education qualification or equivalent experience.