



## JOB DESCRIPTION

**JOB TITLE:** Head of Learning

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Learning

**LOCATION:** St. James's Palace

**REPORTING TO:** Director of Content and Audiences

### Job Context

Royal Collection Trust is a department of the Royal Household and the only one that undertakes its activities without recourse to public funds. It incorporates a charity regulated by the Charity Commission and the Office of the Scottish Charity Regulator, The Royal Collection Trust, and its subsidiary trading company, Royal Collection Enterprises Limited.

Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public. The Royal Collection is one of the largest and most important art collections in the world. It comprises almost all aspects of the fine and decorative arts, runs to more than a million objects and is spread among some thirteen royal residences and former residences across the UK. At The Queen's Galleries in London and Edinburgh and in the Drawings Gallery at Windsor Castle aspects of the Collection are displayed in a programme of temporary exhibitions. Many works from the Collection are on long-term loan to institutions throughout the UK, and short-term loans are regularly made to exhibitions around the world as part of a commitment to broaden public access and to show parts of the Collection in new contexts. The works of art in the Royal Collection are held by The Queen in trust for her successors and the nation.

Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace (including The Queen's Gallery, the Royal Mews and Clarence House), Windsor Castle (including Frogmore House) and the Palace of Holyroodhouse (including The Queen's Gallery). The monies generated from admissions and from associated commercial activities are invested in the care and conservation of the Royal Collection and the promotion of access and enjoyment through exhibitions, publications, loans and educational activities.

The Learning section is responsible for formal and informal learning and interpretation resources across The Queen's Galleries, the Royal Mews, and the State Rooms at Buckingham Palace, Windsor Castle, and the Palace of Holyroodhouse. Learning programmes and resources are based on the objects in the Royal Collection, The Queen and the Royal Family and the history of the nation, and are designed to appeal to a broad range of audiences.



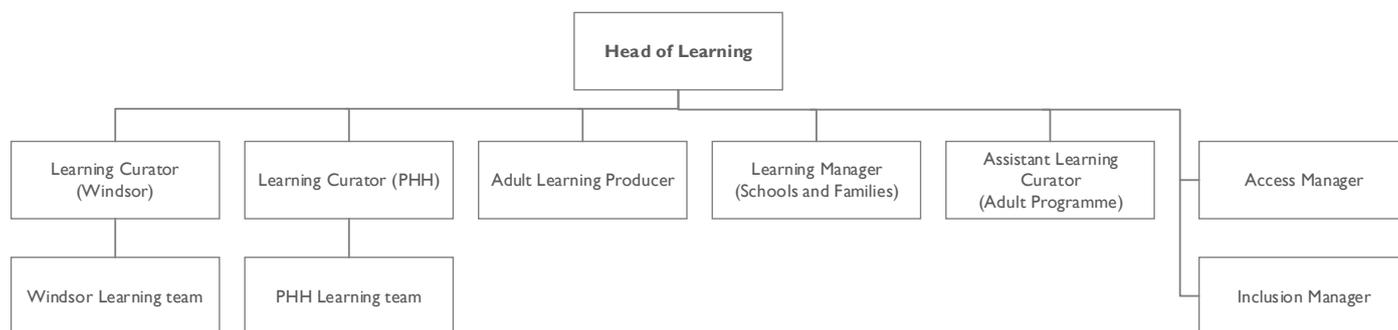
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This document is not contractual and may be subject to change following consultation with the post-holder



## Organisational Chart



Reporting to the Director of Content and Audiences, the post-holder has contact with senior colleagues in the Royal Collection and with other Royal Household colleagues at all levels.

The Head of Learning also has contact with a range of external organisations and potential partners, including cultural institutions and content developers of all kinds, other charities and educational institutions and with members of the public.

## Job Purpose

The job-holder will lead a team of Learning professionals across the Official Residences, to create inspiring and innovative education and interpretation programmes for visitors of all ages and backgrounds, in order to increase access, understanding, and engagement with the Royal Collection, the Royal Palaces and the role of the Monarchy.

## Principal Accountabilities

### Strategy

To develop and implement Royal Collection Trust's learning and interpretation Vision, in collaboration with colleagues, and in support of the Trust's Five Year Plan.

To develop the site-based Learning Strategies working closely with the Learning Curators and the Director of Content and Audiences.

To work with colleagues across Royal Collection Trust (notably Curatorial, Exhibitions, Publishing, Finance, Online, Visitor Services and Communications) to identify and create learning opportunities.

To represent the Learning section on Royal Collection Trust groups including: Exhibition Strategy Committee, Comms and Ops, and Future Programme and Reservicing project groups.

To contribute to Royal Collection Trust reports, including the Annual Report, Director's Report, Management Board Reports; and give presentations to Royal Collection Trust's board of Trustees, Strategic Development Committee, Audit Committee, Management Board etc.



## The Royal Household

To work with the Head of Development to identify opportunities and develop funding bids to support Learning and interpretation.

### Interpretation

To manage the contract and relationship with ATS, the content developers and providers of RCT's multimedia guides, in collaboration with colleagues across Royal Collection Trust.

To oversee the development and production of a range of interpretative resources to increase participation and engagement in the Royal Collection (for example: printed and digital resources, exhibition and display interpretation, for all ages and audiences).

### Learning

To oversee the strategic development and delivery of high-quality and successful Learning programmes at each site.

To develop and support partnerships and collaborations with external organisations and experts to add value to and extend the reach of Learning activities.

### People and Resource Management

To manage and develop a permanent team of multi-disciplinary Learning professionals across three sites.

To lead on projects as well as oversee those led by other members of the team.

### Evaluation

To identify key performance indicators for the learning programme and evaluate the activity on a rolling basis.

To monitor current thinking in the learning sector, to ensure the latest best practice is recognised and pursued.

To ensure that standards of excellence are met in the delivery of Learning and interpretation at the Official Residences, upholding the reputation of the Royal Household and meeting the needs of our audiences.

## Job Dimensions

The Head of Learning has responsibility for a multi-disciplinary team of permanent managers, based at Buckingham Palace, Windsor Castle and The Palace of Holyroodhouse.

The job holder has budget responsibility for £600,000.

## Decision Making Responsibilities

The post-holder has considerable independence and responsibility for the development and management of the Learning provision for Royal Collection Trust. The post-holder also contributes to departmental strategic decision making.



## Practical Requirements

The post-holder is based at St James's Palace but due to the nature of the role the post-holder is required to be flexible regarding working hours and location.

## Person Specification

Be educated to MA standard (or equivalent) in Art History, Fine Art or a related field

Have substantial experience working in a visitor-facing environment, with the ability to create inspiring and innovative programmes for a wide range of audiences

Have knowledge of education issues, policy and practice and be well networked across the sector

Have proven, management and leadership experience, with the ability to motivate, develop and inspire a team

Have good financial acumen and budget management experience

Possess outstanding written skills, with a close attention to detail and good editing skills

Have experience developing digital learning resources

Have excellent organisation skills, with the ability to manage a range of projects and tasks simultaneously

Be an effective communicator, able to influence at all levels of the organisation and to gain credibility with colleagues at all levels

Be creative and visionary with a flair for creating and promoting events, programmes and resources