



JOB DESCRIPTION

JOB TITLE: Learning Administrator, Windsor and London

DEPARTMENT: Royal Collection

SECTION/BRANCH: Visitor Experience

LOCATION: Windsor Castle and St James Palace

REPORTING TO: Assistant Learning Curator

Job Context

Royal Collection Trust (RCT) is the department of the Royal Household charged with the care and preservation of the Royal Collection and its presentation to the public. Of the five departments it is 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.

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 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, Windsor Castle and the Palace of Holyroodhouse. 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 Photograph Collection is one of the five curatorial sections of Royal Collection Trust with responsibility for the conservation, presentation and interpretation of approximately 500,000 photographs within the Royal Collection. Most of these are housed at Windsor Castle, but St. James's Palace, Buckingham Palace, Palace of Holyroodhouse, Sandringham, Balmoral and other royal residences have photographs, as well as other curatorial sections of the Royal Collection and other departments of the Royal Household. Material is also on long-term loan at other institutions, notably the British Film Institute.



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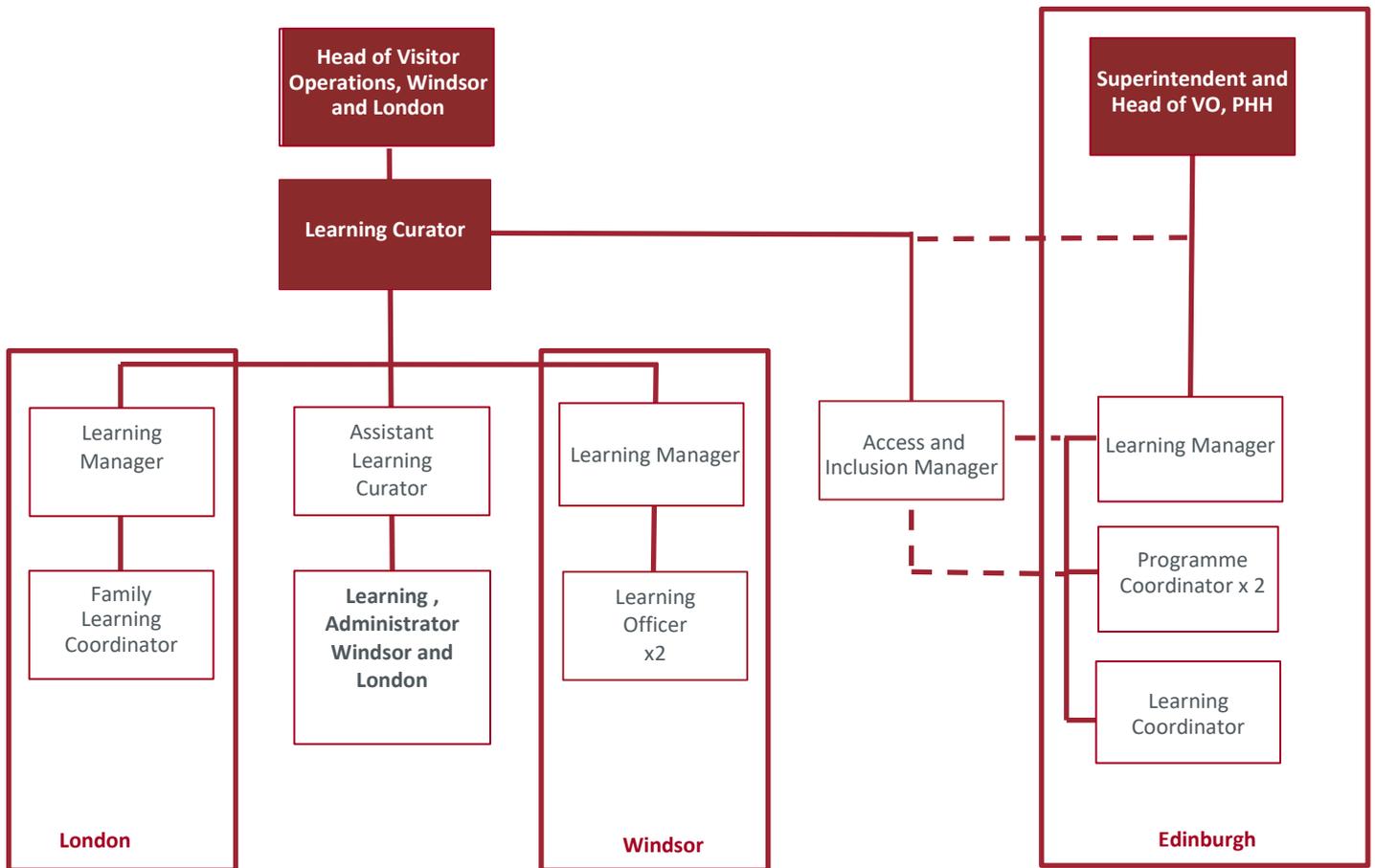
The Royal Collection Trust is a company limited by guarantee registered in England and Wales (2713536) and a charity registered in England and Wales (1016972) and in Scotland (SC039772). Registered office: York House, St James's Palace, London SW1A 1BQ.

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



The Learning section is responsible for the development and delivery of learning programmes and interpretative resources for London, Windsor, Edinburgh and online. The mission of the Learning section is to encourage the broadest possible audience to engage with and be inspired by the Collection and Palaces.

Organisational Chart



Job Purpose

To provide operational and administrative support for the Learning team at Windsor and London (including the Schools, Families, Adults and Access & Inclusion programmes).

To support the Learning Curator in the preparation of budgets and Management reports.

To support the Learning Curator and Assistant Learning Curator in the delivery of the Adult Learning programme and interpretation projects.



Principal Accountabilities

- Provide comprehensive administrative support to the Windsor and London Learning teams.
- Assist in the administration and communication of budgets for Learning.
- Maintain an organised system of digital filing to ensure the smooth operation of the Learning team.
- Organise high-level Learning meetings and take minutes of the meetings as required.
- Oversee the London Learning events diary.
- Support the evaluation of Learning programmes. Collate quantitative and qualitative data from all Learning programmes and interpretation at Windsor and London to feed into Learning reports.
- Act as point of contact with Marketing and Press for the Learning team across London and Windsor and for all programmes and audiences.
- Create innovative content for social media and other digital platforms and develop joint marketing initiatives with external parties.
- Coordinate photography for key events across all sites
- Develop and oversee the production of printed material and resources for the Learning team.
- Co-ordinate the monitoring and management of stationery stocks, office equipment and other services at both sites.
- Organise and co-ordinate the set-up for in-person and digital events in London and Windsor, providing technical support where necessary.
- Oversee the training, and inductions for new members of staff, volunteers and interns.
- Work collaboratively with multiple stakeholders across RCT, Household, the Police, St George's Chapel.

Job Dimensions

The Learning Administrator is not a budget holder. The Learning Administrator has no line management.

Decision Making Responsibilities

The Learning Administrator is required to resolve problems that occur on a day-to-day basis and refer non-routine problems to the Assistant Learning Curator.

Practical Requirements

The post-holder is required to work 37.5 hours per week, but due to the nature of the position the post-holder must have a flexible approach to working hours and be available to occasionally work evenings and weekends, when required.

The post-holder is based at Windsor Castle or St James's Palace and travel will be required between. The role can be flexible to allow some working from home in line with business need.



Person Specification

Essential

- Significant administration experience
- Good numeracy and ability to provide administrative assistance with financial management of substantial budgets, including preparing reports.
- Excellent organisational skills with the ability to prioritise work and achieve tight deadlines.
- Possess excellent IT skills, including use of MS Word and Excel.
- Extremely high standards of presentation, with accuracy and attention to detail.
- Able to communicate confidently both orally and in writing with a broad range of people including colleagues across the Royal Household and members of the public.
- A proven ability to work effectively as part of a team and to establish good professional relationships with multiple and various stakeholders including external partners.
- A keen eye for detail with the ability to multi-task.

Desirable

- Good technical skills and experience of working on digital events
- Experience of using financial reporting software
- Experience of working in a museum, gallery or heritage environment