



## JOB DESCRIPTION

**JOB TITLE:** Schools Programme Co-ordinator

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Learning

**LOCATION:** Palace of Holyroodhouse

**REPORTING TO:** Learning Manager

### 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.

This branch of Royal Collection Trust is responsible for formal and informal learning across Windsor Castle, The Queen's Galleries, the Royal Mews and the State Rooms, Buckingham Palace and the Palace of Holyroodhouse.



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



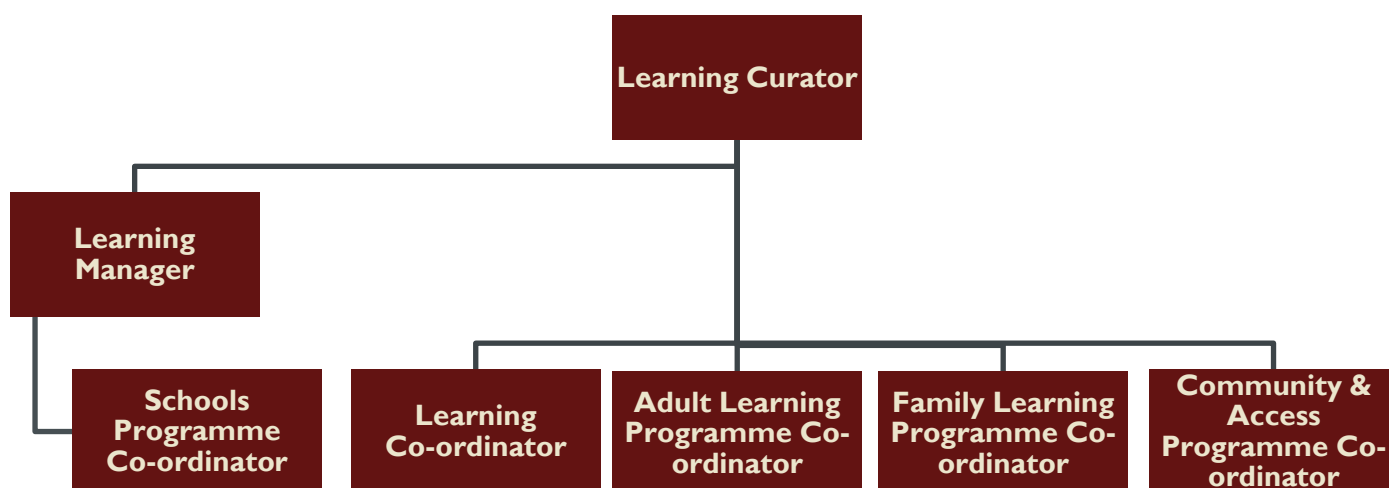
## The Royal Household

The Palace of Holyroodhouse and The Queen's Gallery provide a popular programme of bookable schools sessions linked to exhibitions, Royal Collection items and the history of the Palace. The Schools Programme Co-ordinator will work closely with the Learning Manager, and will oversee the growth, development and delivery of programmes, projects and resources for nurseries, primary and secondary schools, particularly the the core school session offer which is enjoyed by thousands of pupils each year.

### Organisational Chart

The Schools Programme Co-ordinator reports to the Learning Manager (Edinburgh) and works closely across the Learning Team. The post holder will maintain regular contact with the team of Freelance Learning & Engagement Facilitators who contribute to the delivery of the schools programme. The post holder will also have contact with the cross-site Learning Team, the Visitor Services Team, and other colleagues in the Royal Collection Department and wider Royal Household.

Externally the Schools Programme Co-ordinator will have contact with a variety of organisations, freelance consultants, teachers, children, families and other members of the public.



### Job Purpose

To plan and co-ordinate the delivery of efficient, engaging and tailored sessions and projects. Build positive working relationships with teachers and develop CPD and resources to support them and their pupils as they engage with the Royal Collection and the Palace of Holyroodhouse. Work closely with freelance facilitators, ensuring that they deliver high quality sessions for every school or nursery, whether they be domestic or international visitors on-site, or remote schools engaging digitally. Support other specialist audiences within the school and nursery programme, working closely with the Learning Manager to deliver an excellent service, whether that be on a long-term project or a one-off visit.

### Principal Accountabilities



- **Forward Planning**

To develop a forward plan for the provision of learning opportunities, programmes and resources for schools, ensuring a variety of activities and opportunities for both mass, light-touch engagement and deeper, smaller-scale learning opportunities.

In consultation with the Learning Manager, the post-holder is responsible for the planning and management of the budget for the core schools programme (c.£14k).

- **Learning provision**

- Refine and enhance the core schools session programme, responding to curriculum changes, key exhibition or interpretation themes at the Palace or The Queen's Gallery, and the needs and feedback of pupils and teachers.
- Facilitate the smooth running and growth of the core school sessions programme for the Palace of Holyroodhouse and The Queen's Gallery, with support from the Learning Manager.
- Liaise with and train freelance Learning & Engagement Facilitators.
- Work with the Learning Manager on recruitment, training and support of freelancer pool
- Oversee evaluation of school sessions, projects and partnerships producing both qualitative and quantitative data
- Develop opportunities for engagement with schools who are unable to physically get to Edinburgh (e.g. the Highlands and Islands), using technology and other resources to engage with the Palace, Gallery and wider Royal Collection
- As appropriate and in consultation with the Learning Manager, develop and deliver special engagement projects (e.g. intergenerational projects; national/royal anniversaries or dates of significance; etc.)

- **Operational**



To identify and supervise facilitators who deliver schools sessions or projects, including arranging their training to deliver programmes, and planning the rota to ensure adequate staffing.

To engage the services of specialist freelance consultants to deliver schools projects e.g. artists, storytellers, historical demonstrators, and to monitor their performance.

To have a thorough knowledge and understanding of the Royal Household Safeguarding Policy and RH Health and Safety procedures and to brief staff running family activities and ensure these procedures are followed.

To work with colleagues in Visitor Services, Housekeeping, and Palace Attendant teams to co-ordinate the practical organisation of events, attending staff briefings as required.

To work closely with colleagues in the Holyrood Learning team, supporting their activities and events.

- **Marketing and Publicity**

To work with the Communications team on appropriate publicity for schools projects.

Engage with teachers through the e-newsletter, teacher evenings and training sessions. With the Learning Manager, build working relationships with key local schools and education stakeholders to raise awareness of the learning opportunities at the Palace and The Queen's Gallery.

### Job Dimensions

To work within an agreed framework to develop and deliver schools projects centred on the Royal Collection, and exhibitions at The Queen's Gallery and the Palace of Holyroodhouse.

To identify, devise, prepare and commission resources for schools as appropriate, managing procurement and delivery.

To support the Learning Manager in the preparation of annual financial reports relating to schools. To manage the day-to-day running of the budgets ensuring projects and other activities are delivered on time and within the budget

To prepare evaluation reports on school projects and programmes using a variety of methods including recording numbers of attending, qualitative evaluation and focus groups.

### Decision Making Responsibilities

The Schools Projects Co-ordinator is required to resolve problems that occur on a day-to-day basis and refer non-routine problems to the Learning Manager.



## Practical Requirements

Working 22.5 hours a week, over three days, the post-holder is principally based at the Palace of Holyroodhouse. Due to the nature of the role, flexibility and some weekend or out-of-hours working are required. This is a 3 year, fixed-term role.

## Person Specification

### Essential

- Excellent interpersonal skills and a passion for imparting and making specialist knowledge accessible to school children and the ability to inspire curiosity and enthusiasm.
- Experience of working in a museum, gallery or heritage environment
- Planning a budget and delivering programmes and resources on time and within budget
- Experience of devising and leading workshops/practical teaching sessions and of developing and producing learning resource material
- An ability to think creatively and innovatively when developing programmes and considering the most effective ways of managing them
- Experience of working with specialists (e.g. artists, storytellers) to devise new sessions and projects
- A proven ability to manage own work load, use own initiative and meet tight deadlines across a range of project work
- An ability to carry out audience research and evaluate workshops/practical teaching
- Good knowledge of the Curriculum for Excellence
- Experience of managing learning projects or programmes in an education or heritage setting
- A proven ability to work effectively as part of a team and to establish good professional relationships with colleagues and external partners
- To thrive in a busy environment and maintain patience and empathy when working under pressure
- To be an audience champion for families with the Royal Collection and wider Royal Household

### Desirable

- Knowledge of the history and workings of the Palace of Holyroodhouse



## The Royal Household

- Experience of managing freelance staff
- An interest in and knowledge of the fine and decorative arts
- A professional educational qualification (e.g. PGCE)
- Experience of using educational software packages