

THE MARGATE CAVES COMMUNITY EDUCATION TRUST

Learning & Engagement Manager Job Description

Salary: £19,000 per annum

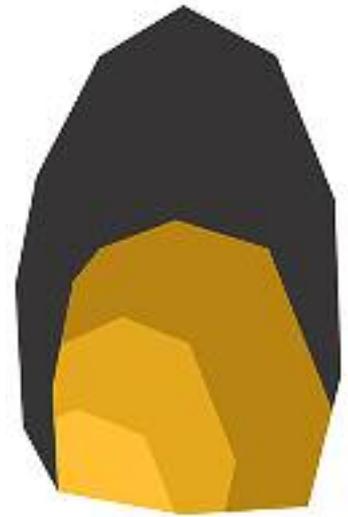
Location: Margate Caves, 1 Northdown Road, Margate, Kent CT9 1QH,
and across the community

Reporting to: Centre Manager

Working hours: Full Time and variable, including weekends, evenings and
Bank Holidays

Deadline: 19 April 2019

Interview: 3 May 2019



Background

Following an eight-year campaign, The Margate Caves Community Education Trust (TMCCET) charity secured funding of £1.1m from the National Lottery Heritage Fund and £420,000 from the National Lottery Community Fund to create a landmark building that features community facilities including a café, shop, community rooms and garden area alongside a visitor centre that will provide access to the restored Caves, which were closed to the public in 2004.

Margate Caves will be a heritage visitor attraction with a brand-new Visitor Centre with a café and shop. The space will allow for an exciting and engaging programme of interpretation, activities and events to engage audiences with the site's history and environmental heritage.

The site also includes purpose-built, self-contained Community Rooms and a garden area. This facility is available to schools, community groups and individuals wanting to use the spaces for their own activities and events. Thanet District Council has granted the lease of the site to TMCCET and construction work is progressing on site, due to complete Summer 2019.

Role Profile

This role is responsible for the development and delivery of an entertaining and engaging learning and activities programme for the Margate Caves Centre. This includes responsibility for the delivery of a vibrant learning programme for the formal education sector, which will support the students' curriculum studies.

You will act as Assistant Manager to the Centre Manager, ensuring that there is senior management presence on site at any one time

You will work alongside other Centre staff and volunteers in the delivery of programmes to a wide range of audiences.

Priorities and responsibilities

Community involvement:

- Develop and manage community outreach events and activities;
- Turn existing links with community organisations and agencies into working partnerships;
- Seek out and develop new partnerships;
- Maximise hard-to-reach and excluded audiences;
- Market the community space for hire;
- Develop a programme of training and courses that responds to community needs;
- Recruit and manage a panel of individuals from the community to inform ongoing development of community events and activities;
- Use volunteering and visiting to provide inspiration for people to enjoy and appreciate the social history of Margate;
- Provide opportunities for people to increase their knowledge of the local community through volunteering, visiting and participating in activities at the Caves.

Activity programme:

- Develop and deliver a lively and engaging programme of participation activities for public audiences including interested adults, families and disabled people;
- Train and supervise the activity programme volunteers;
- Actively involve volunteers in the development and delivery of activities.

Learning Programme:

- Develop and implement a dynamic and engaging formal learning programme as laid out in the Activity Plan;
- Forge enduring links between Margate Caves and local schools and other educational establishments;
- Establish the Margate Caves as an important learning resource within the educational sector and local community;
- Establish and develop an informal and formal learning strategy for the Caves;
- Develop, manage and deliver informal and formal activities and sessions for the Caves' target audiences, including primary and secondary schools;
- Develop on-line and hard copy learning resources for the Caves' target audiences;
- Develop and deliver off-site outreach projects to schools;
- Actively involve volunteers in the development and delivery of the learning programme.

Other Duties

- Work with the Centre Manager to ensure there is a senior management presence on site at all times;
- Evaluate the programmes and provide financial and progress reports for relevant internal teams and external stakeholders as required;
- Work with the Centre Manager to develop booking and administrative systems for the Centre;
- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues, visitors and volunteers are treated fairly and with respect/dignity;
- Undertake any other appropriate duties as required.

Essential knowledge, skills and experience

- Ability to successfully develop and deliver activity and outreach programmes in a similar environment;
- Ability to successfully develop and deliver learning programmes within a formal learning environment;
- Experience of creating lesson plans and other educational resources;

- Excellent teaching and facilitation skills;
- The ability to motivate a team;
- Experience of working with volunteers or ability to demonstrate the skills needed to retain and motivate volunteers;
- Genuine enthusiasm for working with children and adults;
- Good understanding of TMCCET and our charitable aims;
- Good understanding of the local area;
- Understanding of a heritage or conservation environment;
- A proven self-motivator, able to work with varying pressures without immediate assistance from a manager;
- Knowledge of relevant Health & Safety procedures;
- Good IT skills;
- Strong verbal and written communication skills.

Desirable knowledge, skills and experience

- Experience of working in a charity environment;
- Experience of working in community development;
- Award or diploma in education;
- Experience of working in a commercial or customer-focussed environment;
- Full, clean driving licence.

How to apply

Applications should be emailed to info@margatecaves.co.uk no later than 17.00hrs on 19 April 2019. Your application should include:

- Covering letter;
- Current CV;
- Personal statement;
- 2 professional referees.

Referees will only be contacted once the successful candidate has formally accepted a job offer.

Shortlisting is carried out based on the requirements of the role as detailed in the Job Description. Shortlisted candidates will be notified by email and invited to an interview in Margate on 3 May 2019.

Due to the high level of interest in this post we will be unable to offer feedback on unsuccessful applications.



THE
MARGATE
CAVES



The Margate Caves Community Education Trust
Registered charity no: 1155904

