



Hello!

Thank you for your interest in the Education and Outreach Manager post for Pegasus Opera Company. Pegasus Opera Company is at a crucial and exciting point in its development. This will be a key role in the organisation managing existing education and outreach programmes and developing new ones. As the Charity develops, the role may develop and expand.

We are looking to recruit a candidate with a commitment to equal opportunities and working with diverse communities. The candidate should also have a strong affinity with Pegasus Opera Company's mission and vision.

As this role will be working with diverse communities, we particularly welcome candidates from diverse backgrounds to reflect the participant base.

Our mission is:

- 1. To provide opportunities for artists of diverse backgrounds;**
- 2. To promote opera among young people in underserved communities to expand their cultural horizons;**
- 3. To promote opera in culturally diverse communities for all ages.**

You will work to the Executive Director with oversight from Education and Outreach advisory committee made up of Pegasus Board Members.

JOB TITLE:	Education and Outreach Manager
SALARY:	Pro Rata £25,000 - 1 year fixed term contract
CONTRACT:	4 days per week
HOURS:	8 hours per day
REPORT TO:	Executive Director, Pegasus Opera Company

**RESPONSIBLE TO:** Executive Director and Artistic Director

**RESPONSIBLE FOR:** Pegasus Associate Practitioners

**LOCATION:** Brixton, London

**WORKING PATTERN:** 9am-5pm including some evenings and weekends where required

**DISCLOSURE LEVEL:** Enhanced

Deadline for submitted application form is Wednesday 26<sup>th</sup> May 2021 with interviews taking place via zoom on Wednesday 16<sup>th</sup> June 2021

## **JOB PURPOSE**

The Education and Outreach Manager will develop strategy, manage education and outreach programmes, build partnerships and manage education budgets, contracting and leading training for freelance practitioners to deliver education and outreach programmes and communicate progress and impact internally and externally.

They will contribute to securing or accessing additional resources including funding.

## **DUTIES AND RESPONSIBILITIES**

- Work collaboratively with partner schools; voluntary organisations, arts organisations and community groups to plan and design and implement a programme of creative projects and initiatives to further the aims of Pegasus Opera Company.
- Implement a youth voice working group and regularly engage and seek the views participation to ensure that young people play an active and genuine role in the development of activities by enabling them to frequently reflect through different mediums'
- To represent Pegasus Opera Company at external meetings.

## **Fundraising and Income Generation**

- Working alongside the Executive Director and Head of Development to identify and secure opportunities for additional funding and/or funded service provision, together with commissioning providers to support the development, implementation and sustainability of Pegasus Opera Company strategic priorities.
- Contribute to funding application for education and outreach programmes
- Maintain effective financial and project progress forecasting, planning and reporting processes.

## **Project Management**

- Develop and co-ordinate a range of cross-partnership programmes and activities involving schools across London and beyond.
- Develop a monitoring and evaluation strategy to evaluate the impact and outcomes of all Pegasus Opera Company education and outreach projects and initiatives, ensuring that these are evidenced and reported for future planning, and in accordance with funding criteria.
- Undertake the recruitment and line management of freelance practitioners including setting up training opportunities for freelance practitioners.
- To maintain good relationships with partners and freelance practitioners and ensure high quality delivery.

## **Governance**

- Report to Pegasus Education and Outreach sub-committee
- Attend Pegasus Opera Company Board meetings where required and provide board reports, including financial monitoring, evaluation and overall delivery of the programme in line with the aims of Pegasus Opera Company.
- Keep up to date with all local and national education and community cohesion policies and initiatives.

- Maintain accurate, concise and comprehensive database records (centralised or local) of all meetings and activities and other internal or external reports as required.

### **Child Protection, Safeguarding and Risk Management**

- Carry out all duties and responsibilities with due regard to school policies and procedures such as safeguarding, child protection, health & safety, equal opportunities, data protection and disability awareness.
- Act with integrity, honesty, loyalty and fairness,
- Use professional conduct that does not bring the company into disrepute and maintains the positive reputation of the organisation.
- A commitment to financial probity.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work or the reputation of the Pegasus Opera Company
- Follow Pegasus GDPR and privacy policy when handling data.
- Follow reporting procedures for disclosures adhering to Pegasus Opera Company whistleblowing policy.

### **Other duties**

- Attend, concerts, school events, community shows, previews, press and supporters nights and other Pegasus Opera Company events as required
- Attend regular company meetings and programme meetings
- Adhere to, and actively contribute to, Pegasus Opera Company policies, including Equalities (diversity, access, and equal opportunities) and Health & Safety

This job description is not necessarily a comprehensive description of the post. It may be reviewed once a year and it may be subject to modification or amendment at any time after consultation with the post-holder.

### **Person Specification**

<b>Education and Outreach Manager PERSON SPECIFICATION</b>	
<b>Qualifications</b>	
Education to degree level or relevant experience in arts or education or related field	Essential
<b>Experience</b>	
Experience of managing education/outreach projects and initiatives	Essential
Experience of managing budgets	Essential
Experience of fundraising	Desirable
Experience of working with children, young people, their families and the wider community.	Essential

Significant experience (minimum 3 years) developing and leading public engagement, community development and/or creative learning projects	Essential
<b>Skills and Knowledge</b>	
Good communication skills, both oral and written, together with good listening skills	Essential
Good organisational skills, including use of IT and time management	Essential
Ability to work on own initiative, to prioritise and manage own workload to meet deadlines	Essential
Ability to achieve targets, monitor outcomes, evaluate projects and produce appropriate reports	Essential
The ability to apply for external funding	Desirable
Ability to motivate and inspire confidence in self and others	Essential
Ability to engage and work in partnership with a wide range of people and organisations.	Essential
Understanding of Artsmark and Arts Award	Desirable
<b>Experience of Effective Service Delivery</b>	
A track record of coordinating and delivering projects or services	Essential
Experience in coordinating service delivery, including the ability to consult, plan, monitor, evaluate impact, measure outcomes and publicise findings through written reports	Essential
Experience of undertaking consultation and participation exercises involving service users or community members; ability to identify key barriers to progress and make adjustments, identify ways forward and problem solve effectively	Desirable
Experience of working with children, families and community groups.	Desirable
<b>Monitoring Evaluation and Reporting</b>	
Experience of monitoring, evaluation and review of services / activities	Essential
Experience of using IT systems efficiently and effectively, experience of proactively maintaining databases and other record keeping systems	Essential
Ability to extract information in order to produce and present reports and statistical data in line with internal and external requirements to analyse and interpret identify trends, strengths and areas for development.	Desirable
<b>Values / Personal Attributes</b>	
Ability to build and maintain effective working partnerships with statutory agencies, schools, community groups, voluntary organisations and arts organisations	Essential
Ability to negotiate and achieve the best outcomes for children, young people, families and schools	Essential
Proven track record of working with, tact, diplomacy and confidentially	Essential
Positive attitude with a 'can do' approach	Essential
Commitment to the provision of equality and diversity in all programmes	Essential
Ability to problem solve and make decisions within the scope of responsibilities.	Essential
Ability to manage conflict with sensitivity and empathy and remain calm when under pressure.	Essential