

HAWKWOOD

centre for future thinking

JOB DESCRIPTION

JOB INFORMATION

JOB TITLE	Onsite education programme manager & Residency and Fellowship manager
LOCATION	Hawkwood
WORKING HOURS	37.5 Hours a week, full time on site.

POSITION IN THE ORGANISATION

REPORTS TO	Chief Executive
RESPONSIBLE FOR	<ul style="list-style-type: none">• Programming annual onsite residential short courses in the areas of arts, well-being, leadership and sustainability.• Ensuring profitability of programme.• Managing tutor contracts and communications.• Welcoming course tutors and attendees onsite and hosting evening events• Managing the national Artist Residency Programme and associated Fellowship programme• Reporting to funders• Liaising with digital programme manager to ensure all programme opportunities onsite and online are maximised
WORKS IN CONJUNCTION WITH	Communications Manager, Social Media Manager, Digital Programme Manager, General Manager and Bookings Manager in all aspects of programming, sales, marketing and logistics

THE CONTEXT

Hawkwood, is a Registered Charity and set in a 42-acre estate on the edge of Stroud. As a charity, we bring together people and organisations in support of creative endeavour, a flourishing society and a sustainable environment. We run a thriving educational programme, artists' retreats and residencies and events including talks, debates, films and festivals. We also welcome other organisations to hire our venue. www.hawkwoodcollege.co.uk
The post holder will be expected to embrace, articulate and work with the Hawkwood vision, ensuring that its reputation as a professional and welcoming place for education and the arts is maintained.

OVERALL PURPOSE OF JOB

Curate and manage the ongoing onsite course programme, festivals and events - focussing on Arts, Sustainability, Well Being and Leadership.

Curate and manage the national residency and fellowship programmes

MAIN DUTIES AND RESPONSIBILITIES

The Role:

Programme:

- In conjunction with the CEO, plan programme for the year in the areas of arts, wellbeing sustainability and transformative leadership to include courses, action labs, events and festivals in accordance with the Hawkwood business plan.
- Manage the relationship with Hawkwood's tutors and leaders
- Collate copy for all events and ensure that courses are promptly loaded up to the website in good time with the Hawkwood brand communicated as per house style
- Ensure all courses, events and festivals are uploaded on the CRM & database
- Attend weekly operations meetings to ensure the team understand rooms set-ups or any special course requirements.
- Welcome tutors and guests on site
- Introduce and host events
- Capture participant feedback for use in planning, gauging the success of the programme and future marketing
- Manage and update database to assist with course operation
- Research and deliver new and imaginative courses that enliven the programme
- Ensure the courses contribute positively into the overall Hawkwood financial budget
- Manage the Hawkwood course budget and meet annual budget

Hawkwood Residency Programme and Fellowships

Artist Residency Programme

- Review applications in accordance with guidelines
- Develop relationships with artistic organisational partners to support residency programme
- Apply for funding to support the programme and nurture relationship with The Reckitt Arts Trust
- Record, film, interview artists for our Podcast or social media channels
- Follow up blogs and ensure they are uploaded to the website
- Manage funding budget, report to funders and prepare for audits

Changemaker Residency Programme

- Apply for funds (or work with fundraiser) to raise support to continue our changemaker residency programme
- Review applications in accordance with guidelines
- Record, film, interview changemakers for our Podcast or social media channels
- Follow up blogs and ensure they are uploaded to the website
- Report to funders and prepare for audits

Fellowship Programme

- Launch programme
- Review annual applications and appoint 8 fellows in conjunction with CEO
- Support the fellows throughout their fellowship
- Share outcomes of the fellowship programme with the communications team
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Volunteer Management

- Build and develop a volunteer team to assist with events and festivals

In all aspects liaise with the Digital Programme manager to ensure that there is a blended approach to our courses and residencies and that content created can be filmed and shared online

Ensure a fluid and dynamic relationship between Hawkwood tutors, artists, changemakers and fellows in order to communicate the Hawkwood story dynamically

Duties – in support of the Bookings Manager

- Support Check-in process of tutors arriving at Hawkwood and ensure tutors receive info pack

Communications and working relationships

- To present a consistent and professional appearance in all our communications
- Be a team player and attend monthly staff meetings and weekly operations meetings

Compliance

- To comply with Hawkwood's Health & Safety Policy including Manual Handling Policy and Practice.

General

- Work co-operatively with other staff
- To comply with all Hawkwood's policies and procedures as contained in the Staff Handbook and follow the staff code of conduct
- Maintain exemplary standards of professionalism, honesty and respect at all times
- Be responsible for the care and development of your working area
- To attend meetings and training as required
- Undertake work related training as required by the post
- May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed

PERSON SPECIFICATION		ESSENTIAL / DESIRABLE
SKILLS	<ul style="list-style-type: none"> ○ The ability to put together innovative education programme ○ The ability to understand and support artists in their development. ○ The ability to communicate clearly and effectively with customers and visitors as appropriate and promote Hawkwood positively within the community ○ Excellent organisational and time management skills ○ Excellent negotiation skills ○ Excellent communication skills both written and verbal and the ability to produce documents to a high grammatical and presentation standard ○ The ability to work individually and as part of a small team ○ The ability to work flexibly to react to events and remain calm and effective under pressure ○ The ability to deal discreetly with matters of a confidential nature ○ Able to present a professional image at all times ○ Willingness to be trained 	<p>E</p>
KNOWLEDGE	<ul style="list-style-type: none"> ○ An arts and educational background with good contacts in both settings ○ A passion for sustainability and protecting our planet ○ An understanding and commitment of equal opportunities for all ○ Knowledge of all forms of communication media ○ Excellent IT knowledge and skills ○ Digital Marketing experience 	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
EXPERIENCE	<ul style="list-style-type: none"> ○ Working in a customer services environment is desirable but not essential 	<p>D</p>
QUALIFICATIONS	<ul style="list-style-type: none"> ○ Minimum A levels desirable 	

SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ○ A curious interest in the world and a natural networker ○ Self-motivated ○ Reliable ○ Neat, clean and tidy working methods ○ Adaptable & supportive of the whole organisation ○ The ability to listen and understand instruction and respond appropriately ○ The ability to be able to work flexibly including some evenings and weekends to deliver the role ○ The ability to work quickly and efficiently through tasks and be able to prioritise their work 	E E E E E E E
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PERSONAL CHARACTERISTICS
<ul style="list-style-type: none"> •Creative yet practical minded •Able to work individually and as part of a team •Flexible •Positive attitude •Calm and patient under pressure •Willing to multi skill •Good communicator •Conscientious and take pride in their work

STAFF AND VOLUNTEER CODE OF CONDUCT
<p>Whilst working as a member of staff or a volunteer at Hawkwood the jobholder will:</p> <ul style="list-style-type: none"> ○ Act in accordance with their employment contract and 'written statement' and follow the policies and procedures in the staff handbook. ○ Act in the best interests of Hawkwood at all times and act in a way that will enhance Hawkwood's reputation and standing in the community. ○ Be considerate, courteous and with respectful to the opinions, views, origins and backgrounds of all other members of staff, volunteers, visitors and trustees; and respond to others with an open mind. ○ Keep themselves up-to-date with what is happening at Hawkwood and understand the educational programme and how their role impacts on Hawkwood's success and reputation. ○ Take a caring attitude to the grounds and the house and the use of all Hawkwood's resources. ○ Maintain confidentiality in respect to the information they have access to regarding other staff members, volunteers, visitors and trustees