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| **JOB DESCRIPTION** | **A4 logo** |
| Job Title: | **Education Manager** |
| Responsible to: | **Director of Outreach & Education** |
| Responsible for: | **Various Freelance fixed term producers & managers – as and when required.** |
| Location: | **Scottish Opera Production Studios, Edington Street, Glasgow** |

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| Main purpose of job**Administration and Systems management**Support the Director of Outreach & Education and the Head of Outreach in the implementation of the education strategy, within the context of the Company’s key objectives, by providing support in the areas of planning, coordination and administration across the department’s wide range of activity, ensuring that each strand of work compliments and integrates with others and with the wider Company requirements. **Research, Innovation & Development co-ordination.**The company has recently embarked upon several such programmes – notably with the University of the West of Scotland (Paisley campus) and with Chest, Heart & Stroke Scotland. In due course, other similar initiatives may be developed. The key aspects for the postholder in this area of work is to facilitate clear and timely communication between the external partners, ensuring that all activity we undertake to support the research study is delivered accurately, and to capture and consolidate all data on our projects that may be requested by the clinical and/or academic research partners as well as to develop & maintain appropriate methods of confidential storage of this data).**Fundraising and Sponsorship liaison**The post holder will allocate regular timeslots (working from a hot desk in that department as and when necessary) to work with the Trust and Foundations Manager to identify, prepare and collate material relating to education & outreach projects deemed most suitable/appropriate to create funding applications for. **Developing Young Workforce (DYW) Management**Working with the Dir of Education, to co-ordinate the company’s agreed strategy on creating opportunities for young people (primarily aged 14 – 24 years) to experience the many career specialisms that exist within the company.  The post holder will represent Scottish Opera at conferences, meetings and events to promote this strand of the company’s activity and be proactive about seeking out new partners and other providers within the skills development sector to support the company’s delivery objectives, this also covers the management of freelance personnel employed to deliver these programmes, as well as liaison with internal heads of department.**Health & Safety**Supervise the work of the part-time staff member who has been allocated responsibility for creating and updating all Risk Assessments (R.A.s) for all projects. Maintain good working knowledge of current Health & Safety legislation and issues, procedures, and policies as they affect the work of the department and disseminate new information to the rest of the team..     |

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| Key accountabilities**Administration and Office Management*** Develop and maintain the various financial and project management procedures that are required to deliver departmental objectives – providing advice and where necessary, practical demonstrations to the rest of the team so they can confidently fulfil the tasks in future.
* Initiate evaluation procedures for all projects and collate the resulting reports and statistical analysis into the Annexe B forms and/or other reporting formats as required by the Scottish Government and other stakeholders.
* Share, with other colleagues, minute taking responsibilities for departmental meetings.
* Collate credit card returns and monitor Fuel Cards spends and submit receipts etc to Finance team.
* For the projects managed by the postholder, be accountable for the efficient and timely completion of contractual and planning requirements; to include project budgets, contracts, right to work checks, payment of fees etc.
* Prepare and submit weekly wages instructions to Finance using relevant information obtained from the producers & Head of Outreach in respect of freelancers they have employed to deliver the projects.
* Schedule regular departmental meetings
* Represent the education department at the company scheduling meetings, ensuring the effective integration of education work with other departments, e.g. Planning, Music, & Technical as well as communicating relevant scheduling information to the education team.
* Provide PA services to the Director of Outreach & Education on an ad hoc basis when necessary.
* Monitor the department’s annual leave rotas to ensure that there is appropriate staff cover throughout the year.
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| Project specifics**Research, Innovation & Development**Undertake Regular consultations with the external partners and other stakeholders involved in the projects.Develop and maintain suitable data capture systems (that can be applied to existing work as well as new projects) for all relevant information and statistics (obtained from the producers in respect of their projects) & communicate this information to external stakeholders. Review/explore the current Breath Cycle format (and manage any changes which may be necessary) in order to facilitate the data gathering mechanism that academic/clinical partners may require in order to conduct clinical trials.**Fundraising & Sponsorship**Be main point of contact between E&O and Fundraising & Sponsorship (F&Sp) teams and attend meetings with those colleagues as and when required/appropriate.Have a working knowledge of the broad outlines and objectives of all the department’s activity, to make recommendations to F&Sp colleagues about which projects would be a good ‘fit’ for potential funders.Contribute data, stats and other relevant information about the projects to be incorporated into funding applications compiled by the Trusts and Foundations Manager.**Developing Young Workforce. (Scottish Opera Academy)**Lead on the co-ordination, scheduling, staffing and management of the different projects that are designated as DYW or, Scottish Opera Academy. These are all initiatives in which the principal aim is to inform, educate, mentor and support young people at various stages of their educational journeys about the career opportunities available within our sector of the creative industry – with the long term aim of contributing to the talent ‘pipeline’ of artists, artisans and other specialismsIdentify (in consultation with the Dir of E&O), contract and manage freelancers who are brought in to run day-to-day aspects of these projects.With the Head of Outreach, continue to build relationships with arts teams in local authorities (e.g. CREATE at Glasgow City Council’s Education department) and with government bodies such as Skills Development Scotland.Assist colleagues in F& Sp in identifying possible funding streams to support the delivery of this work.Consult with the People & Culture and Marketing teams to ensure that Scottish Opera’s DYW plans and objectives form a coherent and consistent ‘message’ to all external partners.Currently (Summer 2024) the plans include engagement with* Mainstream school pupils
* Specialist music and drama pupils
* Undergraduates
* Ph.D. (and recent Ph.D graduates) students

**Health & Safety**Attend Health & Safety Action Group meetings as required. Ensure Education staff are aware of relevant health and safety policies and procedures as required. In consultation with the Head of Outreach, undertake regular reviews of staff training in these areas are undertaken and recommendations (as necessary) are forwarded to People and Culture department for actioning. |

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| Person Specification**The ideal candidate will demonstrate strong communication, influencing and advocacy skills that foster positive working relationships both internally and with external stakeholders, ensuring sustainable partnerships and meaningful projects.** **Knowledge, Skills & Experience**Minimum of 5 years’ experience of project or administration management is essential Minimum 3 years’ experience of team leading /team managementMinimum of 3 years’ evidence of budget managementProven evidence of effective administration systems and procedure developmentExcellent analytical and report writing skillsEffective communication and interpersonal skillsExperience of setting and monitoring complicated schedules, and working to tight deadlinesMust be thorough, accurate and work to a high level of detail**Personal Attributes**Experienced and proficient user of Microsoft Office, including Word and ExcelEnergetic and resilientWell-developed multi-tasking skills are essentialA flexible attitude is essential to manage ever changing prioritiesAn ability to work under pressure and to strict deadlines is essentialAn empathy for the art form (of opera) and /or a belief in the value of expressive arts education is desirable |

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| **General Terms and Conditions** |
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| Hours: | Standard hours are 9.30 a.m. to 5.30 p.m. Monday to Friday, with a 1 hour unpaid lunch break. Working out with these hours is required on a regular basis. TOIL system is in operation for all members of department as necessary. |
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| Annual salary: | Grade 1: £32,703.20 - 40,134.35, depending upon experience |
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| Holiday entitlement: | 25 days annual leave, with 10 days Public Holidays |
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| Probationary period: | 3 months |
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| Pension: | Pension automatic enrolment is in effect within the Company, you will be automatically enrolled into the Scottish Opera Group Flexi Retirement Plan. Four per cent of your salary will be deducted as pension contributions and the Company will contribute eight per cent on your behalf to the Scheme.   |