

Education & Outreach Assistant

Lauderdale House is a fascinating Grade II* historic house dating back to 1582 and located in the beautiful Waterlow Park, Highgate. Situated in the middle of a wide range of diverse communities, we have a unique opportunity to offer a variety of free and funded arts and heritage activities, from schools' programmes and monthly family workshops, to research groups and our resident youth collective 'Fresh'.

Building long term relationships is at the heart of our outreach programme. Together with bringing a range of groups new heritage and arts experiences, we seek to be a dynamic force within our community through sharing our successful education models. We are proud to create a welcoming, relaxed and accessible learning environment that reflects the philanthropic donation of the House to Londoners by Sir Sydney Waterlow.

This is an exciting time to join the Education & Outreach Team at Lauderdale House. As we plan to extend our programme and support more young people, the role of Education & Outreach Assistant will be pivotal in ensuring our established programme continues to run successfully, whilst also contributing to the development of projects more widely. It has been designed to support the Education & Outreach Manager at particularly busy time by taking responsibility for delivering sessions for our weekly youth collective (Fresh) and a new after school young people's history/heritage research group, and offering additional support across the programme as required.

Our ideal candidate enjoys and has experience of working with young people, including delivering sessions or workshops, and welcomes the chance to work with a broad range of stakeholders, including schools and community groups in a constantly changing environment. Having a passion for arts, culture and/or heritage is essential, as is being highly organised and able to juggle multiple priorities.

Job Description

The post holder will be primarily responsible for organising and coordinating the Fresh Youth Sessions on Thursdays, Sunday Fundays, LYRIC (Lauderdale Young Research and Interpretation Collective) and support school programmes. This will include:

- Supporting facilitators for Fresh and LYRIC through being present in sessions, and facilitating Fresh in the absence of practitioners
- Supporting the Sunday Funday sessions in the absence of volunteer support
- Facilitating primary and secondary school and community group visits
- Supporting in-school facilitators for our John Lyon's Charity funded secondary school projects
- Collaborating with the Education & Outreach Manager to brainstorm new session ideas for Sunday Funday, Fresh and school visits
- Working with the Marketing Team to devise educational social media posts
- Oversee completion of evaluations for all Education & Outreach projects
- Pull data from evaluations for funding reports
- Upload educational content onto the touchscreens and track engagement
- Ordering, organising and printing resources for sessions
- General administration and any other tasks the job requires

For more information on these projects, please see the Learning section of our website here:

<https://www.lauderdalehouse.org.uk/learning>

Person Specification

Essential

- Experience in working with young people either in schools or community-based venues
- Experience in delivering workshops/lessons in schools or community-based venues
- Interest or experience in arts and culture
- Interest or experience in history and heritage
- Excellent written and verbal communication skills with the ability to liaise with a range of stakeholders including schools, practitioners and community organisations
- Strong administrative skills with the ability to be accurate and efficient
- Understanding of the importance of evaluation relating to the ongoing development of projects and the need to report to funders
- Proficient in using Microsoft applications
- Ability to work independently as well as with the Education & Outreach Manager
- Proactive individual with excellent time management and organisational skills

Desirable

- Knowledge of the National Curriculum

- An understanding of current practice and issues within the education sector more widely and in relation to the heritage sector
- Understanding of the importance social media plays in promoting education programmes

Salary & Hours

Salary: £26,000 pro rata ie £5,600 for 15 hours per week over a 6 month period). Potential to extend subject to funding.

Term: Fixed term contract (6 months)

- 15 hours per week. There is some flexibility in the hours but the postholder will be required to attend on Tuesday between 2.00-6.00pm to deliver the LYRIC sessions and on Thursday between 2.30-6.30pm to deliver the Fresh sessions. Within those parameters there is scope to work 2 full days or 3 shorter days across Tuesday, Wednesday and Thursday.
- Due to the nature of the business some weekend and evening working may be required, for example when cover is needed for Sunday Fundays.
- No overtime is payable but time-off-in-lieu (TOIL) may be taken where the postholder works more than the specified number of hours if approved in advance by the Director.

Location: This is a hands-on role in a small team. You will be based on site, sharing an office with the Education & Outreach Manager. Lauderdale House is a public building that needs to be staffed day-to-day which means there is little scope for remote working. All permanent staff shown on the staff structure below are based on site.

Accountable to: Education & Outreach Manager

DBS: Please note you will be required to complete an Enhanced DBS check if successful in securing the post.

Application Process

To apply, please send a CV and covering letter explaining why you are interested in this role and how you fulfil the skills and personal attributes to Director Katherine Ives on kives@lauderdale.org.uk. Please include contact details for 2 referees in your application stating at what point in the recruitment process they may be contacted (we will not contact them without your permission).

Deadline: 9am, Monday 9th September

First Interviews will be held **w/c 16th September**

Second interviews will be held **w/c 23th September**

Appointment will be subject to satisfactory completion of a 3-month probationary period

If you would like an informal chat about the role please call Director Katherine Ives on
020 8348 8716.

Equality and Diversity

Lauderdale House is committed to implementing and promoting equality, diversity and inclusion in all of its activities, services and practice. We recognise that discrimination exists in society (whether protected by law or not), and that we have legal and moral duties to promote a positive culture of equality, respect, inclusivity and full participation. We believe especially in the value to individuals of participation in culture for all people, in the power of culture to promote understanding and respect between people of diverse backgrounds and cultures, and in promoting a sense of local community which is fully inclusive. As an organization we are committed to challenging the unconscious bias of ourselves and others.

Staffing Structure

