

SOMERSET HOUSE

Role: Learning and Skills Coordinator
Department: Programming
Reports to: Head of Learning & Skills
Salary: £23,000 per annum, pro-rata plus 6% pension contribution
Working hours: 3 days per week (22.5 hours, with possibility to increase)
Contract type: Permanent

Summary and aims of role:

The Learning and Skills Coordinator will oversee the administration and coordination of activity produced by the Learning and Skills team. The focus of this role is to provide support to ensure the smooth-running of a diverse programme of projects and events. This includes budget administration, coordination of resources including technical equipment and materials, recordkeeping, scheduling, cross-departmental planning and the support of internal and external communication. The role includes hands-on support for the delivery of learning activity but is predominantly office-based. The role will suit a proactive problem-solver who is flexible and able to develop new systems for organising emerging work.

Background to Somerset House

Somerset House seeks to be an inspirational creative community where contemporary culture is imagined, created and experienced.

For 250 years, Somerset House has played a central role in our society as a place where our culture and collective understanding of the world is shaped and defined.

In 2000, it began its reinvention as a cultural powerhouse for today, advancing a new generation of creative thinkers who are pushing intellectual and creative boundaries and shifting perceptions of our culture. We celebrate our heritage by looking to the future with renewed social purpose, creating unique and stimulating experiences for the public, bringing them into direct contact with ideas from the greatest artists, makers and thinkers of our time. Located at the geographical heart of London, we are uniquely placed to serve the capital, the country beyond and the wider world. A registered charity, we operate an independent economic model where commercial and artistic imperatives comfortably co-exist. At Somerset House, art is embedded within a wider community of creative enterprise, creating a pragmatic and viable vision for the arts and cultural centre of the 21st century.

Our vision is to become the UK's leading centre for contemporary culture, with unexpected ideas and experiences emerging from the intersection of the three groups that constitute our unique cultural ecosystem.

For the public, we seek to be an inspirational place to experience the work of today's boldest minds, providing intellectual and cultural connections with new ideas and the people behind them. The combination of our celebrated neo-classical setting and our bold, forward-thinking output creates surprising, stimulating and joyful shared experiences for our visitors.

For artists and makers of all disciplines, we seek to encourage experimentation and the creation of new work. We are somewhere for today's creative generation to take risks, to push boundaries, to collaborate, and go beyond the obvious.

For the wider creative community, we seek to be a home to the largest cluster of creative enterprises in London, a mutually-supportive community ranging from start-ups to established creative businesses, where the best people, ideas and organisations can thrive.

Main activities and responsibilities

- Provide administrative assistance to Head of Learning & Skills to support the smooth running of the team, including scheduling meetings, collating data, conducting research and supporting communication.
- Provide diary and administrative support to the Director of Programming to ensure a clear flow of communication between the Learning and Skills team and the wider directorate, this includes arranging and minuting meetings.
- Oversee the scheduling and planning of events including booking spaces and maintaining an accurate departmental calendar of activity.
- Co-ordinate the Learning & Skills budgets by logging invoices, expenses and transactions, updating spreadsheets, and supporting the Head of Learning and Skills by obtaining quotes and compiling information.
- Coordinate logistics and arrange operational requirements for all Learning activity, including the creation of operational orders, coordinating ticketing requirements, consulting colleagues and suppliers and sharing schedules.
- Coordinate the management of Learning resources and equipment, keeping stores tidy, ordering materials and overseeing maintenance of technical equipment such as Ipads and PA system.
- Assist the operational delivery of Learning and Skills activity including public talks and workshops, sessions for formal learning groups such as school and colleges, and targeted outreach activity for harder-to-reach audiences.
- Ensure efficient and accurate communications with participants, stakeholders and collaborators, to ensure queries are answered in a timely and professional manner.
- Support the coordination of casual Learning Facilitators, specialist freelance staff and programme contributors as required.
- Support evaluation and reporting of Learning and Skills activity by compiling data gathered through audience feedback, organising photography, audio and film records of work, and by keeping records of learning participation.
- Support regular communication of learning activity by attending/coordinating meetings, collating data and information and compiling presentations, written briefings and reports.

- Contribute to the strategic and creative development of Somerset House.
- Carry out any other reasonable duties in line with the post which may be required

Person specification

Essential

- Demonstrable experience of administrating and coordinating team activity/resources
- Ability to plan, prioritise and work to deadlines
- Experience of planning and supporting operational aspects of event delivery
- Ability to support budget recordkeeping
- A thorough and professional communication style and excellent interpersonal skills with commitment to a high level of customer satisfaction
- Excellent organisational skills coupled with attention to detail and accuracy
- A positive and proactive approach to tasks and challenges
- A good level of digital literacy, including use of databases, ticketing systems, content management systems and Microsoft Office
- Ability to work as part of a diverse team
- Self-motivated with the ability to prioritise and handle a varied workload
- An interest in supporting learning and public engagement in a cultural context
- The ability to quickly establish positive working relationships with a wide range of participants and stakeholders
- A commitment to working in an inclusive and welcoming way with learning participants, partners and colleagues
- Demonstrable knowledge of the cultural and creative sector
- Willingness to work regular evenings and weekends where necessary
- A passion for the arts and creativity in its widest sense
- Educated to degree level or equivalent

Desirable

- Experience of providing administrative and operational support in a cultural or creative setting
- Experience of professional use of social media for participation and audience communication
- Awareness of safeguarding and child protection best practice
- Awareness of best practice in relation to inclusion and access requirements for under-represented audiences
- Capacity to support presentations and delivery of activity as required
- Personal licence holder

Somerset House is open to all and we value the unique skills of everyone. Somerset House Trust is an equal opportunities employer and is committed to encouraging equality, diversity and inclusion in our workplace, so if you're a suitably qualified applicant we'll welcome your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

