

**NATIONAL GALLERIES OF SCOTLAND**

LEARNING AND ENGAGEMENT DEPARTMENT

**COMMUNITY ENGAGEMENT MANAGER (BAND 4)**

PERMANENT, PART-TIME (22.5 hours per week)

The National Galleries of Scotland (NGS) is home to one the world’s finest collections of art, which ranges from the Middle Ages to the present day. Our spectacular buildings house the world’s greatest collection of Scottish art, and a world-renowned collection of Scottish and international photography, welcoming many visitors to our three principal sites in Edinburgh: the Scottish National Gallery, the Scottish National Gallery of Modern Art, and the Scottish National Portrait Gallery. The National Galleries of Scotland aims to preserve, display, and augment the collections for the enjoyment and education of the widest possible public and to maintain NGS as a centre of excellence.

This is an exciting period of renewal for NGS, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We are making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We are finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

‘Art for Scotland: Inspiration for the world’ is Our Vision. Inclusive, original, and ambitious – we will make the national collection accessible to all and inspire curiosity across the world.

At NGS we are committed to looking at how we operate as well as how we engage with our visitors and communities. We want to play our part in tackling the Climate Emergency. We will ensure Equality, Diversity, and Inclusion (EDI) is embedded across our organisation, ensuring everyone feels a sense of belonging and can be themselves.

**The Learning & Engagement Department**

The NGS has a strong commitment to engaging audiences and supporting learning. We believe that art has the power to connect us to each other and to ourselves. The Learning and Engagement Department plays a key role in the NGS, supporting the delivery of our aims of increased participation, greater impact and investment in our future. By means of innovative, relevant and inspiring learning programmes and special projects, we engage with a wide range of audiences to connect with the national art collection and make art work for everyone.

The Learning and Engagement Department sits within the directorate of Public Engagement and works collaboratively across all departments.

**Job Summary**

This post will oversee the community engagement work of the department across programmes ensuring best practice in the approach, delivery and legacy. The post will work with colleagues to identify areas of community engagement work that have the potential for further development and growth, and will effectively articulate, plan and champion this. The post will also support, and at times lead on, specific community engagement partnerships and projects within NGS with an initial focus being the overview of The Art Works community engagement strand. This will include the line management of the programme officer and advising on strategic alignment and sustainability of the programme.

The post will be a key part of the management team within the department and will support and progress the strategic direction of the Learning & Engagement department where Equality, Diversity and Inclusion and Health and Wellbeing are two key priorities. The post line-manages part of the team and will undertake management duties as required to ensure the smooth running of the department. The post reports to the Head of Learning and Engagement and will work alongside the Deputy Head of Learning and Engagement: Exhibitions & Collection.

**KEY RESPONSIBILITIES**

1. To oversee and provide management support to the community engagement work of the department across programmes ensuring best practice in the approach, delivery and legacy.
2. To identify areas of community engagement work within the department that have the potential for further development and roll-out, and effectively articulate, champion and progress this.
3. To support specific community engagement partnerships and projects within NGS with the initial focus being the management overview of The Art Works community engagement programme.
4. Line-management of programme coordinators (provisionally schools, outreach, families, The Art Works Community Engagement Officer) and oversee their respective programmes.
5. Budget planning and management.
6. To assist the Head of Learning and Engagement in the overall operational management of the Department and support strategy development and implementation and any other duties as reasonably required.

**KNOWLEDGE, SKILLS & EXPERIENCE**

The following range of knowledge, skills and experience are required. Please ensure that they are highlighted in your application. Short-listing for interview will depend on the candidates meeting these requirements.

**Essential:**

The post holder should have:

* Experience of managing arts-based community engagement programmes.
* Ability to work strategically and make viable recommendations.
* Knowledge and understanding of government priorities relevant to museums and galleries and in particular their role in society and current best practice across the sector.
* Experience of developing and growing programmes or initiatives.
* Experience of developing and using evaluation and audience research.
* Proven ability to work collaboratively within an organisation and with partners.
* Experience of line management.
* Budget management experience.
* Knowledge of, and interest in, a broad range of art.
* Excellent interpersonal skills.
* Efficient time and work-schedule management.

**Highly Desirable:**

* Experience of working on a building development project with embedded community engagement.
* Knowledge and experience of the relationship between arts and health and wellbeing.
* Up-to-date knowledge relating to the protection of children, young people and vulnerable adults.
* Experience of the operational management of public programmes in galleries, museums or equivalent.
* Experience of contributing to organisational strategy documents.
* Gaelic language skills.

**SUMMARY TERMS & CONDITIONS**

**SALARY:** £37,105 - £41,526 per annum pro rata

Starting salaries will normally be at the minimum or at a rate that reflects qualifications and/or experience which are of special value for the post, and which are above minimum entry requirements.

**HOURS:** 22.5 per week inclusive of meal breaks.

**ANNUAL LEAVE:** 25 days per annum pro-rata. Staff also receive 11.5 public and privilege holidays per annum pro-rata depending on hours.

**PENSION:** Civil Service pension provisions enables the National Galleries of Scotland to offer a choice of occupational and stakeholder pensions, giving you the flexibility to choose the pension that suits you best.

**The closing date for completed applications is Sunday, 06 March 2022**

*Please note that the successful candidate will be subject to Disclosure Scotland security clearance.*

National Galleries of Scotland is a charity registered in Scotland (No. SC003728)

