



NATIONAL GALLERIES OF SCOTLAND

**LEARNING & ENGAGEMENT DEPARTMENT**

**FAMILIES & EARLY YEARS PROGRAMME Co-ordinator**

Part-time (30 hours per week). Fixed-Term Maternity Cover (up to 12 months)

Salary £29,816 - £32,645 per annum pro rata (Band 5)

**THE ROLE**

As the Families & Early Years Programme Co-ordinator, you will develop and deliver learning programmes for families and early years. This work will take place across all NGS galleries, as well as online and in settings outside of NGS.

You will have previous experience of working with families, ideally using galleries or museums, and have a creative and practical approach to learning and access. You will be part of a close-knit team in which mutual respect and excellent communication skills are essential. Reporting to the Deputy Head of Learning & Engagement, you will also liaise regularly with colleagues across the Galleries.

The families and early years programme aims to connect families with art and creativity through artist-led workshops, resources to help guide family visits, online activities and by working with partners and external organisations. Our partnership work aims to break down barriers to engaging with NGS, this can include working with organisations who provide opportunities for families experiencing disadvantage and inequality. Other partnerships include the Edinburgh Children’s Hospital Charity. The health and wellbeing benefits of engaging with art and creativity is an important strand that runs through the families and early years programme.

**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.

Your duties will include:

* Developing, managing and organising innovative and sustainable learning programmes and resources (including digital) for families with children under 12 including early years onsite, online and offsite.
* Developing learning programmes as set out in the Activity Plan of NLHF-funded Scottish National Gallery *Celebrating Scotland’s Art* project, for one of the priority audience groups - families - including groups who provide opportunities for children experiencing disadvantage and inequality.
* To monitor, evaluate and document the programme and resources.
* To develop and maintain a relevant network of organisations and partners.
* To contribute to projects and exhibitions across the NGS.
* Keeping up-to-date and informed of best practice in relevant areas including gallery learning, creative learning, equality, diversity and inclusion.
* To represent and promote the work of the NGS outside the organisation and undertake any other duties as reasonably required.
* To undertake administration relating to the post, including compiling reports, statistics, budgets, purchase orders.

**Knowledge, SKILLS, and 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 be based on candidates meeting these requirements.

**Essential:**

* Experience of providing creative learning opportunities for families and early years.
* Experience of developing, managing and evaluating learning programmes.
* Up-to-date knowledge of relevant best practice.
* Effective communication and interpersonal skills.
* Budget management experience.
* Effective organisational skills and ability to prioritise work.
* Ability to work on own initiative and solve problems.
* Experience of collaborating with partners.
* Willingness to work flexible hours, including weekends, evenings, and holiday periods, as learning programmes require.

 **Desirable:**

* Educated to degree level or equivalent in an art-related subject, or equivalent.
* A broad-ranging knowledge of the NGS collections.
* Experience of working with artists.
* Experience of contributing to major capital museum or gallery projects funded by the National Lottery Heritage Fund.
* Knowledge of Gaelic.

**ABOUT US**

The National Galleries of Scotland (NGS) is home to one the world’s finest collections off 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’re making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We’re 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.

**SUMMARY TERMS AND CONDITIONS**

Salary£29,816 - £32,645 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.

Hours30 hours per week excluding meal breaks.
Hours can be worked over 4 or 5 days

 (Occasional weekend and evening work required)

Annual Leave 25 days per annum and 11.5 public and privilege holidays

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, 31 July 2022**

*Please note that the successful candidate will be subject to a PVG check/ update clearance.*

