**JOB DESCRIPTION**

Job Title: Education Manager (maternity cover)

Reporting to: Marketing Manager

Line Manager: Marketing Manager

Salary: £32,254.20

Hours: 35 (FTC, 1 year maternity cover)

Application Deadline: 20th August 2024

*This job description statement describes the general nature and level of work to be performed by the employee(s) assigned to this job title. It is not intended to be construed as an exhaustive list of all required responsibilities, duties and skills. The Beatles Story is open to revising this job description as necessary and will do so in consultation with the job holder at the appropriate time, ensuring your voice is heard*.

**THE PERKS**

* 30 days Holiday Annual Leave (pro-rata for part-time employees)
* A travel pass for local public transport: trains, buses, and ferries.

**ROLE PURPOSE**

As the Education Manager (maternity cover), you will play a crucial role in our overall success. Your responsibilities will include developing, delivering and evaluating high quality, imaginative and innovative learning programmes for schools, educational partners and families, inspired by The Beatles and their legacy. You will be an effective and enthusiastic communicator with an in-depth knowledge and understanding of the National Curriculum and how this works within a non-classroom environment for KS1-KS5 and beyond.

**KEY RESPONSIBILITIES**

**1. Managing School Group visits:**

* Handling all school group visits to The Beatles Story, including Primary Schools, High Schools, SEND Schools/ Groups and Further Education bookings.
* Arranging specialised workshops and lectures for education visits, aligning with the National Curriculum and tailored to individual educational and school group requirements.
* Maintaining links and growing partnerships with local schools.

**2. Marketing**

* + Liaising with the Marketing Team to ensure The Beatles Story education offer is targeted effectively to the correct educational audiences.
  + Managing online resources including educational games and teacher resources, liaising with The Beatles Story Graphic Designer on resource design requirements.

**3.** **Stakeholder Communication:**

* + Serve as the primary point of contact for key educational stakeholders.
  + Liaising and pro-actively managing educational partnerships including but not limited to language schools and overseas education trade partners for 2025/26 season.

**4.** **Risk Management:**

* + Uphold Health and Safety and other regulations in the workplace, including safeguarding awareness, Risk Assessments and awareness of all relevant Health and Safety documentation.

**5. Education Delivery and Workshops**

* + Developing and maintaining an imaginative range of learning activities and workshops to run throughout the year, aligned with The Beatles Story’s key campaigns.
  + Managing and ensuring the team are prepared for the effective and efficient delivery of education visits across all sectors to a high standard.
  + Assisting and supporting with the delivery of Primary School visits and High School/ Further Education lectures.
  + Managing and completing staff rotas in preparation for school visits and workshops.

**6. Budget and Strategy**

* + Managing and maintaining the education areas and the assigned budget, working closely with the Finance Manager.
  + Producing sales and data analysis reports and contributing as part of the Management Team.
  + Liaison with the Senior Leadership Team on the development, implementation and review of the annual Education Strategy for The Beatles Story.
  + Ensuring all activity planning is in line with the Education Business Plan.

**The role holder may be required to undertake any other appropriate duties as deemed necessary.**

**PERSON SPECIFICATION – Education Manager (Maternity Cover)**

**Note to Applicants: Essential requirements are marked with ‘E’. Desirable criteria are marked with ‘D’.**

| **CRITERIA** | **REQUIREMENTS** | **METHODS OF ASSESSMENT** |
| --- | --- | --- |
| **Experience, Knowledge and Skills** | Educated to degree level along with a relevant teaching qualification **(E)**  Have an in depth knowledge of the National Curriculum and be able to demonstrate this **(E)**  Demonstrate ability to design, create and implement age appropriate resources **(E)**  Experience in developing family workshops **(E)**  Substantial experience working in a similar environment **(E)**  Experience working with a wide range of education establishments **(E)**  Have an understanding of risk assessments and child safeguarding policies **(E)**  Good IT skills- experience of using word, databases, email **(E)**  A keen interest in Liverpool’s heritage, The Beatles and Society **(E)**  Excellent interpersonal and organisational skills **(E)**  The ability to work independently and as part of a team **(E)**  A well-developed ability to manage a challenging and diverse workload under pressure, work to deadlines, use on initiative and demonstrate ability to prioritise and manage time effectively **(E)**  Ability to adopt an effective approach to problem solving, adapting to changing information and circumstance **(E)**  Ability to monitor budgets and performance accurately **(E)**  Sympathetic to the wider objectives and Core Values of The Beatles Story (E)  Willing to work flexibly in accordance with the policies and procedures to meet the operational needs of the business which may include working evenings and weekends (E)  Strong communication, negotiation and interpersonal skills with the ability to deal with a variety of educational partners from all sectors **(E)**  Knowledge of ‘Learning Outside the Classroom, ‘Kids in Museums’ and the ‘Children’s University’ initiatives **(D)** | A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I |

**Key to Assessment Methods: A – Application, I – Interview.**

For further information about this vacancy please email [humanresources@beatlesstory.com](mailto:humanresources@beatlesstory.com).