

Creative Learning Manager (Maternity Cover) – Job Description

LANDMARK ARTS CENTRE

JOB TITLE: Creative Learning Manager

Location: Landmark Arts Centre, Ferry Road, SW London, TW11 9NN

Annual Salary: £29,000–£35,000 per annum pro-rata (4 days part-time or 5 days full -time considered)

Contract: Maternity Cover (expected duration up to 12 months, subject to change)

Working Week: 30 hours (P/T) to 37.5 hours (F/T) per week

Flexible working patterns will be considered within the needs of the programme.

Reports to: Director

Note: Due to the nature of the Centre’s programme, the post requires some weekend and evening work.

Ideal for an experienced creative learning professional seeking a fixed-term leadership role.

If you enjoy stepping into an established programme and making learning opportunities thrive, we’d love to hear from you.

Benefits:

- Matched pension contributions up to 6% of annual salary.
- Shop & Café discounts.
- Selected free Landmark tickets.
- Flu vaccine.
- Staff discount with partner organisations.

Holiday:

Holiday is statutory. Holidays are managed in a clash diary to ensure smooth operations.

Starting: Anticipated April start date with handover with the current Creative Learning Manager.

To ease onboarding, we are prepared to close the recruitment process if we find the right candidate.

ABOUT THE LANDMARK

The Landmark Arts Centre, housed in a striking Grade II* listed building, has been a hub for arts and culture for 30 years. It is a vibrant, multi-disciplinary space offering a diverse range of creative activities. The Centre's programmes span visual and performing arts classes, performances, exhibitions, and educational events, providing valuable experiences for a wide range of ages and backgrounds.

The Centre's Creative Learning programme has seen substantial growth, particularly in family engagement and community outreach. This role will further drive that development, with interest in building more school and community partnerships and boosting youth engagement.

CREATIVE LEARNING AT THE LANDMARK

Creative Learning at the Landmark Arts Centre has flourished over the past three years, with a significant increase in both participation and the scope of its programmes. Family events and fine art classes for all ages have seen record attendance, reflecting the growing demand for our approach to accessible, high-quality creative education.

The expansion has also been bolstered by our engagement with local schools and community groups, laying the groundwork for deeper partnerships. We are looking to strengthen our ability to connect with underrepresented groups and extend our reach into areas of economic or educational deprivation.

This growth aligns seamlessly with the Landmark's mission to inspire, connect, and enrich lives through the creative arts. By offering diverse, inclusive programming, we are ensuring that creativity is accessible to all, fostering connections across generations and backgrounds.

Our focus on expanding community engagement and school partnerships reflects our commitment to using the arts as a transformative tool, promoting cultural integration and well-being. The continued growth of creative learning holds enormous potential to reinforce the Landmark's role as a hub for education, creativity, and community within the region.

KEY RESPONSIBILITIES

Programming

- Execute and oversee a diverse and inclusive programme of creative learning events, courses and workshops, with a focus on engaging adults, community groups, and families.
- Maintain and further develop the planning and delivery of initiatives aimed at underrepresented participants.
- Lead the delivery of large-scale events, family-friendly workshops, and creative learning projects, ensuring high standards and alignment with the Landmark's mission.
- Develop and deliver new classes and creative workshops, including the hiring of suitable

freelance tutors for both youth and adult programming.

- Devise programming to complement the staged event season in collaboration with the Director.

Outreach

- Build partnerships with local organisations, schools, and community groups to broaden participation and deepen engagement.
- Manage growing outreach efforts, including the development of pilot projects to engage local schools and community groups.
- Line-manage the Creative Learning Assistant and work collaboratively with other team members to enhance community and learning initiatives.

Management and Administration

- Oversee the recruitment, management, and coordination of freelance tutors and project staff, ensuring high-quality programme delivery and compliance with Centre policies.
- Manage budgets and resources to sustain and expand the creative learning programme, ensuring financial objectives are met.
- Liaise with tutors to agree on the learning content for each class or activity, issuing contracts and maintaining communication throughout.
- Prepare spaces on-site for classes, ensuring all necessary equipment and resources are available for smooth delivery.
- Collect feedback, monitor, and evaluate the effectiveness of learning activities and projects, preparing reports on outcomes to ensure continuous improvement.
- Issue contracts for tutors for projects in upcoming seasons.
- Complete risk assessments or funding bids.

Marketing and Communication

- Market and advertise the creative learning programmes offerings, preparing clear and engaging class fact sheets and promotional materials to increase visibility.
- Maintain and update relevant databases to track attendance, participation, and programme success.

Pastoral Care

- Handle public enquiries and student bookings for the creative learning programmes, ensuring effective communication with all participants.

PERSON – SKILLS AND BACKGROUND

- Educated to degree level or at least two years' experience in a similar role.
- Strong project management experience, particularly in timetabling, scheduling, and delivering arts and educational programmes.
- A background in Creative Learning will help, with experience working with young people and running creative workshops in educational or community settings.

- Relevant post-graduate qualification.
- Experience developing and managing educational or community arts programmes.
- Financial literacy, with experience managing budgets.
- Excellent communication skills.

HOW TO APPLY

- Please send your CV (maximum two pages of A4) with a covering letter (maximum one side of A4) to recruitment@landmarkartscentre.org.
- Please include 'Creative Learning Manager' in the email heading.
- To help give candidates the best experience, including onboarding, we reserve the right to close the application process when we decide the right candidate has been found.
- If you would like any further information or would like to discuss any aspect of the role, please contact recruitment@landmarkartscentre.org.

NOTES

The post holder will be required to pass an enhanced Disclosure and Barring Service check before commencing employment with the Landmark Arts Centre.

The Landmark Arts Centre reserves the right to vary the duties and responsibilities of staff. Within the scope of the post, the above duties and responsibilities may be altered to suit the future needs of the organisation.

This job description is not exhaustive, and additions may be required in accordance with future changes in organisational requirements. If the job holder identifies significant changes, they should be raised with the line manager.

We actively encourage people from a variety of backgrounds with different experiences, skills and perspectives to join us and influence and develop our working culture. We are particularly keen to hear from those in the global majority, members of the LGBTQ+ community and candidates who self-identify as disabled.