



# Learning & Engagement Co-ordinator Job Application Pack



Image 1: Creating planters in North Kensington at the Elkstone Road Community Garden.

## Included in this pack:

- Job Description
- Equal Opportunities Monitoring Form
- Application Form

## Help:

If you would like to know more about this position, or need support with your application please contact [jobs@chelseaphysicgarden.co.uk](mailto:jobs@chelseaphysicgarden.co.uk)



**JOHN LYON'S CHARITY**

This role is funded by the John Lyon's Charity

# Learning & Engagement Co-ordinator

## Job Description

Job Title:	Learning & Engagement Co-ordinator
Position:	22 months fixed-term contract, with possibility of extension (subject to funding)
Hours:	21 hours per week, with flexible working
Salary:	£14,400 per annum for 21 hours per week, equivalent to £24,000 FTE.
Holidays:	20 days per annum (equivalent to 33 days per annum including bank holidays)
Responsible to:	Head of Learning & Public Engagement
Location based at:	Chelsea Physic Garden, 66 Royal Hospital Road, London, SW3 4HS.

### About Chelsea Physic Garden

Chelsea Physic Garden is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. Together as a small, dedicated team of staff we benefit from the knowledge and support of volunteers in almost every area of our day to day operations.

There has been a Garden on our site since 1673. We are in a period of large-scale project development, as we move toward a celebration of our 350<sup>th</sup> anniversary in 2023. The first phase of the project is focused on the ambition to restore and re-present our Glasshouses and their important and fragile collections. There is a major capital fundraising appeal supporting this process.

As we build up activities ahead of this momentous year, we need to evaluate our current practices and build on them. This project provides us an opportunity to look at our working model, administrative infrastructure, and evaluation processes, before we move forward. This will help us to build steadily and improve the quality of our learning services, rather than expand too rapidly.

### About the Role

This role reflects the growing needs of our Learning Department during this time, to manage the busy daily departmental operations alongside an expanding engagement programme, including helping to develop our digital programme. The post-holder will have responsibility for improving internal processes including monitoring and evaluation and increasing our profile and network among local community groups working with young people and families.

The ambition of this post will be to:

1. Implement administrative infrastructure for the Learning & Public Engagement Department.
2. Support and strengthen our local network (with the priority areas for this work listed below);
3. Introduce smarter ways of working to build capacity and support existing staff responsible for delivery and engagement.
4. Create improved evaluation processes to help us work more effectively with our existing and new audiences in the future, and to report on these evaluations to help demonstrate the impact of the Learning Department.
5. Help us reach our target of increasing our learning and community engagements to 10,000 people by 2023.

The priority areas for this work are the Royal Borough of Kensington & Chelsea and neighbouring boroughs: Hammersmith & Fulham, Camden, City of Westminster, Brent, Harrow and Ealing.

## KEY OBJECTIVES

### Outreach

- Support and help to grow our network of local schools, community groups and partners in neighbouring and local boroughs to extend our activities to new audiences;
- Help us to sustain our existing network and deepen working relationships in the community, including through partnership projects, and co-ordinating community access panels.
- Help us to engage with a wider range of people through digital engagements as well as offsite projects

### Administration

- Manage our booking process for Schools, Family Programmes and the Adult Learning Programme, and implement more efficient ways of working;
- Work with our Schools and Families Officer to understand their needs for pre- and post-visit information, packs including lesson plans and digital content to increase the impact of collaborations with, and visits to, Chelsea Physic Garden, when back in the classroom, community centre, etc.;
- Support daily departmental administrative tasks such as invoicing, alongside larger projects such as preparing documentation for reports, and preparing digital resources.

### Reporting & Evaluation

- Implement new qualitative and quantitative evaluation processes (such as questionnaires) relating to our public programming, schools programming and outreach activities, in order to demonstrate the impact of these programmes.
- To maintain and report on these digital records and databases related to our audience outreach, and programme of activities.
- Compile information for reports and dissemination activities for internal and external stakeholders.

### Management

- Manage an administrative volunteer(s) to support the efficiency of the department.

## PERSON SPECIFICATION

Skills and Experience	Essential/ Desirable
Experience of working in a Not-for-Profit organisation or the Social sector	E
Experience of Grant Administration	E
Good knowledge of relevant London boroughs (as listed above)	E

Excellent attention to detail, and understanding	<b>E</b>
Experience designing educational materials	<b>E</b>
Experience of different evaluation tools and approaches, and data analysis	<b>D</b>
Preparing case studies, and reports on evaluation research	<b>D</b>
Designing and implementing evaluation processes	<b>D</b>
Experience of improving administrative systems	<b>D</b>

### **Additional Information:**

Chelsea Physic Garden is committed to being an equal opportunities employer.

Our organisational values are:

- Inclusion
- Sustainability
- Openness & Transparency
- Respect & Care
- Discovery & Enrichment

The postholder should be motivated to support our aim to make Chelsea Physic Garden, a garden for all. Where all visitors and learners are provided with an excellent experience.

This creation of this role has been made possible by the support of the John Lyons Charity

### **Terms and Conditions:**

This is an externally funded post and therefore offered on a 22 month fixed term Contract. It is part-time based on an average 21 hours per week, with an option for flexible working arrangements. By the nature of the role occasional weekend and evening working may be required, for which time off in lieu is given.

Salary: £14,400 per annum for 21 hours per week, equivalent to £24,000 FTE.

The Garden operates a salary exchange pension scheme with Royal London. The equivalent contribution rates are 5% employer and 3% employee at the end of the probationary period.

### **Returning your application:**

Please complete the job application form and equal opportunities form and email them to [jobs@chelseaphysicgarden.co.uk](mailto:jobs@chelseaphysicgarden.co.uk)

### **Dates:**

Closing date for applications: Tuesday 6<sup>th</sup> April

1<sup>st</sup> Interview: Week commencing 12<sup>th</sup> April

2<sup>nd</sup> Interview:

Week commencing 19<sup>th</sup> April