

## Head of Learning & Public Programmes Recruitment Information



Closing date for applications: 12pm, Monday 18 October 2021

First interviews: Monday 1 November 2021

Second interviews: Thursday 18 November 2021

# Contents

Welcome .....	3
Introducing Pallant House Gallery.....	4
Job Description .....	7
Benefits and Wellbeing Package .....	11
How to apply .....	12
Equal Opportunities.....	13

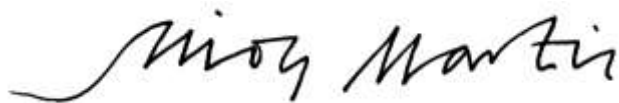
## Welcome

Thank you for your interest in joining our dedicated and ambitious team as [Head of Learning and Public Programmes](#).

The post is responsible for realising a vibrant, diverse and inclusive learning and engagement programme on site, offsite and online. The programme will draw on Pallant House Gallery's collection of Modern and Contemporary British art, our temporary exhibitions and institutional history to support and develop the creative lives of our audiences and our community.

Pallant House Gallery is committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds. If you have any questions about application process or need any additional support, please contact [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk) or phone us on 01243 774557.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Simon Martin". The signature is written in a cursive, flowing style.

Simon Martin  
Director

# Introducing Pallant House Gallery

Pallant House Gallery is a leading UK museum that stimulates new ways of thinking about art. We explore new perspectives on British art from 1900 to now through an ambitious programme of exhibitions and creative opportunities for all. We invite people from all walks of life to explore our world class collection in a distinctive setting in the heart of Chichester. We receive an average of 60,000 visitors a year, 35% of which come from outside West Sussex.

## Our funding

We receive around 15% of our annual income from public funding. We are an Arts Council England National Portfolio Organisation (NPO) and receive annual support from Chichester District Council. We are reliant on fundraising, endowment income, admissions, sponsorship and commercial activity to cover our costs. 4,000 Pallant House Gallery Friends provide valuable income and support.

## Our people

We employ 33 staff (14 full time, 19 part time) – led by our Director, Simon Martin - and are supported by 200 highly committed volunteers. Our Board of Trustees is responsible for the strategic direction of the organisation, with the support of a number of Sub-Committees and external Advisory Groups. This includes the Public Programmes Advisory Group, chaired by Dr Sarah Gilroy (former Deputy Vice-Chancellor at the University of Chichester) and membership comprising individuals with both formal and museum education expertise.

## What makes us different?

### Original exhibitions

We present exhibitions that say something new about British art from 1900 to now. We explore relevant subjects with fresh angles and celebrate well-known, overlooked and emerging artists.

### A 'collection of collections'

We care for a world class collection of Modern British and contemporary art, largely formed of donations by passionate collectors over 35 years. We continue to make it accessible and show its relevance to today.

### A part of people's creative lives

Our wide range of creative opportunities for people of all ages and backgrounds helps them to discover how art can have a place in their lives.

### A distinctive home

We welcome visitors to the distinctive setting of an 18th century townhouse and a 21st century gallery in the heart of historic Chichester on the south coast of England.

What other people say

*“One of the loveliest regional galleries that there is, the Pallant House Gallery houses an exceptional collection of 20th British Art”*; Fiona McKenzie Johnston, House & Garden, 2021

Our current exhibitions ‘Ben Nicholson: From the **Studio**’ (26 June – 24 October 2021) and Masterpieces in Miniature: The 2021 Model Art Gallery (26 June – Spring 2022) have received extensive coverage in the national, local lifestyle and specialist press, including 4-star reviews in The Telegraph and The Independent and features in publications as varied as Apollo, World of Interiors, The Week Junior and The Morning Star.

The **Gallery’s** Community Programme [CP] has received national and local recognition over the years. In 2019, Gallery staff and CP participants led a session about museum-led social prescribing at the Museums Association Conference; CP volunteer Lisa Mundy won the Marsh Award for Volunteers in Museum Learning (South East); and the programme won the Chichester City Council Community Award for “**groups** or organisations who have made an outstanding contribution to the City and its **residents**”.

Recent feedback from CP participants include:

- *“You have been a lifeline during such a difficult time. Thank you.”*
- *“It’s not about disability, it’s about creative practice... I am respected as an artist, not someone mentally ill. I feel better when I am here, I can leave problems at the door, when I leave they **don’t** feel so **bad**.”*
- *“A safe [place] in which to explore and expand artistic practice. A feeling of belonging and acceptance. Fun and **enjoyment**”*

Our location

Chichester is a cathedral city and the county town of West Sussex, which lies between the South Downs and the sea.

#### Amenities and attractions

The city centre has a great range of shops, cafes and restaurants (both independently-run and major chains) and a weekly market. It is a 10-minute drive north into the South Downs National Park; a 15-minute drive to Chichester Harbour and a 20-minute drive south to the sandy beach at West Wittering.

Local leisure and cultural attractions include the 12<sup>th</sup> century Cathedral, Chichester Festival Theatre, Chichester Gate Leisure Park (cinema, restaurants, entertainment) the Goodwood Estate and the Weald & Downland Open Air Museum, and heritage sites such as Fishbourne Roman Palace, Petworth House and Arundel Castle.

#### Transport links

Road: Chichester is on the A27 coastal trunk road, which connects the city to the M3, M27 and M275 motorways. There is also access to the north: the A29 to London joins the A27 a few miles outside the city; the A285 runs north-east to Petworth and beyond; and

the A286 runs towards Haslemere, Surrey. There are a number of large car parks on the outskirts of the city centre, with the closest being a 10-min walk from the Gallery.

Rail: Chichester is a mainline station on the on the West Coastway Line, with regular services to Brighton (50mins), London Victoria via Horsham (90mins), Portsmouth (25 mins) and Southampton (55 mins).

Buses: Chichester bus station, located next to the railway station, is the local hub. Operators include Stagecoach in the South Downs and Compass Travel.

# Job Description

## Details

Job title:	Head of Learning and Public Programmes
Salary:	£34,000 - £37,000 per annum
Hours:	5 days / 37.5 hours per week
Location:	Office-based, although the pandemic has necessitated some home-working for non-visitor facing staff
Department:	Learning and Public Programmes
Reports to:	Director
Line management responsibilities:	5 members of Learning and Public Programmes team, plus oversight of freelancers and volunteers

## Purpose and key objectives

A key role within the organisation, the Head of Learning and Public Programmes will lead the development and implementation of the Gallery's learning and engagement policies and programme. They will oversee the development and delivery of activities for new and existing audiences, including: formal learning (Early Years, Schools, 16+) and informal life-long learning (Family and Adult). The post is responsible for realising a vibrant, diverse and inclusive learning and engagement programme on site, offsite and online which draws on the Gallery's collections, temporary exhibitions and history to support and develop the creative lives of our audiences and our community.

## Job Description

The post-holder is responsible for the following key deliverables and accountabilities:

### Strategic leadership and audience development

- **To lead on the delivery and further development of the Gallery's learning strategy which is inspired by the Gallery's collections and exhibitions.** This will, in turn, inform the **Gallery's exhibitions and programmes, and the Gallery's mission to become an international centre for Modern British Art.**
- To lead the Learning and Public Programme team to develop, pilot and deliver innovative education and engagement projects; expanding **the Gallery's learning and participation** offer and engaging with new and currently under-represented audiences.
- To develop a programme of events (both in person, online or a hybrid) in collaboration with the Curatorial and Communications departments, to deepen our audience's engagement with our mission and our work and bring income to the Gallery through their appeal, quality and innovation
- To lead, monitor and supervise the Learning and Public Programmes team, freelance staff and volunteers to ensure that formal and informal learning offers are consistently high quality and continually improved, resulting in audience growth.

- To provide advice and guidance on best pedagogic and learning practice to other Gallery staff in respect of all new interpretation, and ensure quality and consistency in the standard of new provision across the Gallery as it relates to formal and informal learning opportunities.
- To ensure that our award-winning Community Programme grows its reach and that we ensure that engagement with the Gallery is meaningful and rewarding for both participants and staff
- To ensure our Gallery is physically and intellectually accessible, welcoming and inclusive to new, diverse and existing audiences, and offers as many different types of formal and informal learning opportunities as possible.

#### Programme delivery

- To work with the Communications team on the development of marketing strategies for formal and informal learning audiences, and to oversee their implementation.
- To provide input into the design, delivery and evaluation of all new exhibitions, publications and visitor facilities across the Gallery on matters relating to formal and informal learning.
- **To provide advice and guidance on the Gallery's digital and online presence, where necessary, to include on-line learning and resources.**

#### Funders and partners

- To establish and maintain effective relationships with key funders (specifically Arts Council England and Chichester District Council), engage with their funding priorities and reporting requirements, and work with colleagues to identify and seek funding in **order to contribute to the Gallery's financial resilience and to enhance the Gallery's** facilities and activities.
- To develop links and sustained partnerships with local stakeholders including heritage, community and cultural organisations, universities, colleges, schools and business, NPO Bridge organisations, and potential national and international partners. Work with these partners to develop new and innovative learning initiatives to ensure that the Gallery is **seen as a 'go to' place to support the curriculum**, life-long learning and continuing professional development

#### Managerial responsibilities

- To lead, manage and motivate staff to ensure the highest levels of performance in their respective areas of responsibility, establishing an integrated and customer focused Learning and Public Programming team.
- To set clear performance targets and maximise the contribution of staff and volunteers through maintaining a culture of learning and development.
- To manage budgets and resources to achieve best value and ensure the delivery of all financial, service and project performance targets.
- **To act as the Gallery's Designated Safeguarding Lead** to ensure that the Gallery meets its legal and moral obligations in relation to safeguarding, to monitor and update our



Safeguarding and DBS policies and procedures, to provide advice and support to staff, freelancers and volunteers and to work with other agencies as required.

- To participate as an active and responsible member of the Senior Management Team **and contribute to the development of the Gallery's policies, strategies,** business and operational plans, ensuring they are efficiently delivered and that resources are used appropriately.
- **To report to, and work with, the Gallery's Public Programmes Advisory Group and attend** their quarterly meetings
- To act as an advocate and ambassador for the Gallery and represent the Gallery at **agreed external events, ensuring that the Gallery's work is promulgated nationally and** internationally.
- To act as Duty Manager in the Gallery from time to time.

# Person Specification

## Essential

- Demonstrable experience in public programmes and/or museum learning and engagement (3-5 years) and of developing programming for, and working with, diverse audiences
- The ability to think strategically and entrepreneurially, both within your department and for the organisation as a whole
- The ability to manage a department in a supportive and inspirational manner, leading by example in all areas of professional life
- Experience of developing and managing key local and national partnerships to enhance learning programmes
- Experience of managing budgets, fundraising and income-generating strands of programming
- An understanding of the museum learning landscape
- An understanding of safeguarding policies and procedures to protect children and vulnerable adults
- Strong collaborative and team-working skills and an ability to be adaptable
- Excellent interpersonal skills and the ability to build strong relationships with colleagues, key stakeholders, the board and external partners
- A commitment to equality, inclusivity and non-discriminatory practice and a belief in the need to make art accessible to all
- An approach that is reliable, fair and sensitive
- An organised approach to work, including excellent time-management skills and an aptitude for embedding processes that ensure efficient management of a busy department and ensure productivity
- Computer literate, with proficiency with Microsoft Office

## Desirable

- A broad interest in art, galleries, museums, formal and informal learning and an interest in all areas of the **Gallery's** work
- Knowledge of the National Curriculum and of Arts Awards / Arts Mark
- Experience of working with community groups and adults with support needs
- A relevant degree or equivalent qualification

# Benefits and Wellbeing Package

## Benefits

### Flexible working

- The Gallery has a Flexible Working policy and will consider flexible working requests on **successful completion of an employee's probationary period.**

### Holiday Allowance

- 25 days basic holiday allowance (pro-rata)
- Extra day off each year to celebrate a birthday or other occasion

### Pension

- Auto Enrolment scheme. Currently a 3% contribution from Pallant House Gallery

### Travel Support

- Interest free loan scheme for annual season tickets for trains
- Interest free loan for annual car park permits

### Discounts and free offers

- 20% discount in the Pallant House Gallery Restaurant and Café (excluding Saturday)
- 10% discount in Pallant House Gallery Bookshop
- Free admission tickets to the Gallery for family and friends
- Free tickets to Gallery talks and online lectures
- Free copies of the lead exhibition catalogues and Gallery Magazine
- Free Preview tickets for Chichester Festival Theatre (subject to availability)

### Health & Wellbeing

- Fresh organic fruit provided weekly in the staff room (currently paused due to the pandemic)
- Annual flu jab
- Free sanitary products
- Offer of health and wellbeing related counselling (up to six sessions, subject to the confirmation of the session rate) for staff on request from your line manager

## How to apply

### Process

Please complete and return the following forms, which are available to download our website here: [pallant.org.uk/who-we-are/our-people/work-with-us/](http://pallant.org.uk/who-we-are/our-people/work-with-us/)

- Application form
- Equality and Diversity Monitoring form

The completed forms should be returned by email to [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk).

If you have any access issues or questions about these forms, please contact [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk) or phone us on 01243 774557.

### Deadline for receipt of applications

The deadline for applications is 12 noon on Monday 18 October 2021. Please note that late applications will only be accepted if received within 1 hour of the closing time. Any forms received after this time will not be processed.

### Acknowledgement of receipt

Email applications will be acknowledged by auto response when we receive them.

Candidates not selected for interview will be informed by email. We regret we cannot enter into correspondence as to the reasons for non-selection.

### Interviews

The interview schedule for this post is as follows:

Interview	Date	Location
First interview	Monday 1 November	Zoom
Second interview	Thursday 18 November	Pallant House Gallery

If interviews are held on site, the Gallery will offer to reimburse candidates who incur reasonable travel costs on production of a valid receipt or mileage claim.

# Equal Opportunities

Pallant House Gallery is an equal opportunities employer and we are committed to promoting a diverse and inclusive workplace. We are keen to ensure that opportunities to work with us are open to everybody and welcome applications from people from all backgrounds.

If you have any questions about application process or need any additional support, please contact [humanresources@pallant.org.uk](mailto:humanresources@pallant.org.uk) or phone us on 01243 774557.

## Applicants with disabilities

We are committed to employing people with disabilities and wish to encourage more applications from people with disabilities.

If you are considered to be disabled under the Equality Act definition<sup>1</sup> and have demonstrated that you meet the essential criteria for the post, you will be guaranteed an interview. Please indicate whether you consider yourself to have a disability in the relevant section of the application form, along with any arrangements you would like us to make to assist you if you are called for interview.

## Equality and Diversity Monitoring form

The Equality Act 2010 requires us to ensure that we do not unlawfully discriminate against applicants. By completing the Equality and Diversity Monitoring form, you will help us check that we have complied with the law and improve our efforts to diversify our workforce.

Your answers you give will be held as anonymous and confidential data. The information from the forms we receive will be combined and reviewed in aggregate (so that you cannot be identified) and retained for no more than twelve months after the end of the recruitment process.

---

<sup>1</sup> The Equality Act 2010 states that a person has a disability if they *“have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on their ability to do normal daily activities.”*