

JOB DESCRIPTION

Job title: Learning Programmes Manager

Hours: Full time (40 hours per week)

Contract: Permanent

Salary: £36,000 - £40,000 per year, based on experience.

Location: Flexible - home-based in the UK and/or at SPAB HQ, 37 Spital Square, London, E1 6DY. Some travel around the UK will be required to fulfil the role.

Work pattern: Monday - Friday, with flexibility to work weekends and evenings when required.

Department: Education and Training team, Engagement Department

Reports to: Senior Education and Training Manager

Role summary

The Learning Programmes Manager fulfils a key role in the busy Education and Training team at SPAB. They have responsibility to coordinate and deliver our two annual learning programmes: the SPAB Scholarship and the SPAB Fellowship. Using their high-level administrative or project management experience and excellent interpersonal skills, the Learning Programmes Manager leads in development, delivery and review of these flagship programmes.

The Learning Programmes Manager works in consultation with the Senior Education and Training Manager and Director of Engagement, and closely with SPAB colleagues, to promote the learning programmes, maximise their outcomes, collaborate on funding opportunities and reporting, and deliver core strategic objectives.

The Learning Programmes Manager is self-motivated to work independently to establish and maintain vital professional relationships within the sector to ensure SPAB Scholars and Fellows experience a fulfilling learning experience. The Learning Programmes Manager has responsibility for onboarding Scholars and Fellows, including recruitment and induction, designing and planning the programmes, managing programme budgets and strategic planning for future programmes.

The Learning Programmes Manager contributes regular updates for our charity Guardians and has responsibility for coordinating the Scholarship and Fellowship Liaison Group, programme mentors and their associated meetings. They are a team-player and work with colleagues to

THE SOCIETY FOR THE PROTECTION OF ANCIENT BUILDINGS

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promote the programmes and their alumni, and seek opportunities for outreach within tertiary education, and the heritage and building conservation sectors.

As a highly organised problem-solver, the Learning Programmes Manager will take a practical approach to delivering SPAB's flagship programmes:

- The SPAB Scholarship is an intensive nine-month programme which gives Scholars (early career architects, surveyors and engineers) the chance to travel the country together learning on site from specialist craftspeople and building conservation experts. The SPAB Scholarship is a post-graduate learning opportunity for those with ambitions to shape the repairs and interventions to historic buildings. Many Scholars are now among the leading conservation experts in the UK and overseas, looking after a wide range of historic buildings and sites in a variety of roles.
- The SPAB Fellowship is a unique scheme designed to broaden the skills and experience of craftspeople involved in historic building repairs. Fellows develop their own skills and approach to repair and learn about other traditional craft techniques through site visits guided by experienced conservation professionals. They also meet design teams, conservation officers and other aspects of the sector to get a fully rounded understanding of the process involved in bringing a repair project to site.

Experience and skills for the role

We're looking for a highly organised individual with proven administration or project management skills and an eye for detail. A confident and approachable communicator, motivated to work both independently and collaboratively to deliver unique learning programmes.

- Experience of establishing and maintaining administrative or project management systems and procedures and using the appropriate software to support this.
- A practical hands-on approach to programme management, including proactive problem-solving and an understanding of logistics and processes.
- Confidence in communicating and engaging with a wide range of stakeholders such as funders, programme hosts, volunteers, professionals and young people.
- Experience in working to deadlines and managing multiple schedules.
- A passion for and understanding of building conservation skills and training needs.
- An outward looking and collaborative colleague, with a positive approach to their work and challenges.
- A commitment to building a career in this rewarding role.

Detailed role description

The Learning Programmes Manager has responsibility for the following duties to fulfil the role.

Key task

Lead delivery of the SPAB Scholarship and SPAB Fellowship programmes to a high standard and collaborate with colleagues, programme hosts, speakers and demonstrators, other heritage and building conservation organisations and professional bodies, and programme advisers, mentors, sponsors and funders to enable this.

Scholarship and Fellowship onboarding

1. Coordinate and manage, in consultation with the Senior Education and Training Manager and Director of Engagement, the **recruitment of candidates to the programmes**.
2. **Design and deliver a comprehensive induction week** for new Scholars and Fellows, a pre-programme briefing, including a safeguarding briefing. Coordinate DBS checks and insurance for new Scholars and Fellows.

Programmes delivery and review

3. **Deliver a six to nine-month programme of educational site visits** for each of the Scholarship and Fellowship cohorts, including joint visits at regular intervals. Covering a variety of building types, trades, regional vernacular and disciplines, along with millwright training placements. Arrange or carry out programme risk assessments as necessary.
4. **Communicate with Scholars and Fellows routinely** throughout the programmes, providing them with regular updates and briefings, including details of scheduled site visits and hosts, accommodation, travel and other relevant information as necessary.
5. **Lead on preparation of contextual and reporting information** on the programmes and their participants for use in recruitment, fundraising and publicity. Provide regular updates to share with the Education and Training Committee (charity Guardians). Coordinate and service the Scholars and Fellows' Liaison Group meetings.
6. **Evaluate the Scholarship and Fellowship programmes**, including gathering feedback from participants, hosts, tutors and other contributors. At agreed intervals, lead an in-depth review of the programmes.

Programmes communication, outreach and engagement

7. In collaboration with the Communications team, **manage the Scholars' and Fellows' contribution to SPAB's digital and print media.**
8. Act as the **point of contact for any enquiries about the Scholarship and Fellowship programmes** and related matters.
9. **Lead delivery of Scholarship and Fellowship events**, such as presentations and outreach. Advise Scholars and Fellows on any commitments to sponsors, supporters and funders for the programme. Collaborate with colleagues to coordinate Scholars' and Fellows' participation in wider SPAB activities such as the Repair Course, working parties and other events.
10. **Collaborate in promoting the Scholarship and Fellowship programmes** at external events, such as at careers fairs, exhibitions and conferences. Prepare and deliver presentations about the programmes where relevant or invited.
11. **Maintain relationships with Scholarship and Fellowship alumni.** Cultivate their continuing and lasting engagement with SPAB and the work of the organisation. In collaboration with colleagues, identify opportunities for involving the alumni in all areas of SPAB's work.

Programmes budget and fundraising

12. Collaborate with the Director of Income and Operations and the Fundraising Officer to **maintain relationships with programme funders and supporters.** Compile end-of-year reports and presentations for all programme funders and supporters, and submit programme update reports, to agreed deadlines, with Historic England. Consider other funding opportunities for the Scholarship and Fellowship programmes.
13. **Develop and manage an annual budget for the Scholarship and Fellowship programmes** and provide strategic input to operational planning.

Staff development and engagement

14. **Undertake staff training and development activities**, including emergency first aid training, voice coaching and safeguarding training. Attend all-staff meetings and gatherings where required.
15. Where required, **contribute to or support at large-scale team events** such as conferences, courses, working parties, award ceremonies, exhibitions and shows.
16. **Advocate for the SPAB Approach** to historic building repair and maintenance. Consider and promote heritage craft skills and career pathways in building conservation.