



JOB DESCRIPTION

Role / Title: Partnerships Manager, North Kent and Luton (0.6 FTE)

Reports to: Head of ROH East

Role Context

The mission of the Royal Opera House (ROH) is to enrich the cultural life of the nation by growing the public enjoyment and appreciation of exceptional ballet and opera.

We aspire to be a global centre of excellence for the great art we produce and for the inclusive way we do it. We want to grow our reputation still further, demonstrating our social and environmental responsibility.

We are home to three of the world's great performing art companies: The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House. We tell stories that speak to the universal themes that move us all, from the great works of the past to new commissions, reflecting contemporary culture and concerns. Our theatres are in London's Covent Garden but our work is accessed and experienced across the UK and globally through touring partnerships, cinema programmes, radio, TV and online streaming.

We are a National Portfolio Organisation, supported by the British public via Arts Council England, and a registered charity, receiving donations from those who share our ambitions.

About ROH Learning and Participation (L&P)

Learning and Participation (L&P) is central to ROH's mission to enrich the cultural life of the nation. An extensive programme, based at our Covent Garden and Thurrock homes and across England, aims to inspire creativity and give people of all ages the chance to discover, question and respond to the power of our artforms.

The L&P programme is distinctive in its scale and ambitions, involving more than 50,000 annual participants across three strands:

- an award-winning, multi-disciplinary National Schools Programme including a dedicated schools' website(www.roh.org.uk/schools), which encompasses our role in supporting important school and pupil outcomes via our Create & Learn classroom schemes and teacher training, as well as a programme of work in the East of England,
- talent development work through opera and ballet training networks, and

- enriching participatory events in our Covent Garden home.

Our work in the East facilitates local place-based partnerships in Levelling Up for Culture places offering a range of ROH teacher development programmes and creative interventions for children and young people as well as offering strategic support for cultural education partnership activity in Essex, Hertfordshire, Bedfordshire and North Kent.

Overall Purpose of the Job

The post is one of two part-time Partnership Managers responsible for the delivery of the Royal Opera House East programme in targeted Levelling up for Culture Places. As a team member, each Partnership Manager plays an active role in the development of the regional programme, and each has specific responsibility for programme development and delivery in the East. **This role will hold relationships and lead activity in Luton and North Kent, prioritizing Gravesham, Medway and Swale.**

Key Accountabilities

Programme

- Under the leadership of the Head of ROH East, develop and implement a programme of work with Levelling Up for Culture places, working with Local Cultural Education Partnerships (LCEPs) and other key stakeholders in the cultural, education and other relevant sectors. This will include growing the portfolio of Levelling Up for Culture place partnership activities over the three-year funded cycle.
- Contribute to the overall strategic plan for a 3-year delivery plan for places in the East.
- In partnership with the National Schools Partnership Manager, support the implementation and encourage wider impact of 'Create and Learn' place-based work, including helping to build regional engagement and managing culminating community events.
- In order to help fulfil the cultural learning needs of children and young people within Levelling Up for Culture places, provide effective local leadership at a strategic and operational level through devising support offers that respond to need. This will include (but is not limited to) supporting the sustainability of local cultural education partnerships in targeted areas, running networking and advocacy events, training, advocating for the role and impact of Artsmark as a tool to encourage schools to prioritise and champion creative and cultural learning.
- Take lead responsibility for an area of work that is pan regional – disseminating key information, representing ROH East at meetings, supporting and advising colleagues.
- Working closely with ROH East and National Schools' Programme colleagues, manage strategic investment in Levelling Up for Culture places in your region where it will help build strong working relationships and sustain opportunities for children and young people to engage in creative and cultural learning.
- Contribute to the realisation of ROH research aspirations by identifying the research interests of stakeholders in your targeted places and the synergies with our work, feeding these through to the Impact Manager and the Head of National Schools Programme.

Vision & strategy

- Work with colleagues on the design, content, monitoring and implementation of the ROH East activity plan (2023-26) with particular focus on how the plan can be realised in a specific geographical area.
- Ensure connection to the wider Learning and Participation strategy.
- Maintain a good level of knowledge in relation to sources of additional funding and current National and Local government policies.
- Identify opportunities to increase the quality and range of cultural activities available for children and young people.
- Play an active role in consulting with stakeholders in your area and ensuring their perspective informs the delivery of the ROH East activity plans

Relationships, advocacy and communications

- Lead on developing and managing external relationships, working closely with the Head of ROH East and Head of National Schools Programme on the design of this strategic approach.
- Provide information and copy for Royal Opera House and ROH East communications as required.
- Deputise for the Head of ROH East as required, representing the Royal Opera House at regional and national meetings about Royal Opera House's work in the East.
- Broker relationships at a strategic and operational level between the cultural sector and education, public sector, voluntary and community sector and commercial businesses.
- Act as an advocate for cultural learning, promoting the value of cultural learning with all partners and encouraging additional investment.
- On an occasional basis, deputise for other Partnership Managers should the need arise.

Evaluation and Data Monitoring

- Evaluate all projects according to the Learning and Participation Evaluation Framework, collecting impact data efficiently and collating for funders and stakeholders;
- Document all projects, maintaining accurate records of the running of the project and the outcomes.

Compliance

- Ensure a safe, inclusive and welcoming environment by adhering to all compliance requirements including Health & Safety; Safeguarding; Insurance; Equality and Diversity; management of data in line with GDPR; UK Border Agency checks;
- Ensure fiscal responsibility and adherence to ROH financial policies;
- Ensure all copyright and licenses are secured, working with Business Affairs as necessary;
- Ensure all media and image permissions are secured and all records of photography and recordings are saved and securely stored.

Contribute to wider L&P efforts

- Play an active role across the L&P team to ensure an integrated approach is achieved;
- Act as an ambassador for ROH L&P, positively promoting the full portfolio of our work internally and externally.

Behaviours:

- Uphold the ROH values and behaviours: Treat each other with Respect - Be Open - Value the Highest Standards
- Proactively demonstrate a commitment and contribution to the Royal Opera House's health and safety culture in all activities
- Actively promote the value of diversity and diverse perspectives in all work
- Ensure confidentiality, in line with organisational policy and data protection requirements
- Actively contribute to own professional development, developing and maintaining knowledge and understanding of legislative changes and best practice developments
- With the other members of the team, share responsibility for housekeeping and the maintenance of standards within the department.

This role forms part of a large department and you will be expected to support other projects and programmes as required.

This position is based in Purfleet but requires regular work in other locations as directed.

This position works 3 out of 7 days and requires weekend and evening work.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

PERSON SPECIFICATION:

Minimum Skills, Knowledge and Experience:

- A track record of project management in an arts, culture or heritage education context and a commitment to advocating the importance of the arts, culture and heritage to children and young people.
- Experience of working strategically to strengthen and sustain opportunities for young people to engage with cultural learning and attracting investment to such work.
- Excellent knowledge of the current arts and cultural education and youth arts context.
- Ability to work effectively with people from a range of backgrounds and professional contexts.
- A commitment to collaborative working, and an understanding of the needs of successful partnership working.
- Excellent communication skills, both written and spoken.

Other Essential Skills, Knowledge and Experience:

- Evidence of strategic thinking and planning in a related field.
- High level project planning and management skills including the ability to keep to a budget and achieve project objectives.
- Able to communicate effectively in a range of different settings, commanding cross-sector respect.
- Knowledge of current education policy, accountability measures and the new curriculum.

- Commitment to, and a strong advocate for, the importance of the arts, culture and heritage to children and young people.
- Ability to act as an effective ambassador for ROH and advocate for cultural education.
- Proven skills in budget setting and financial monitoring.
- Contract management experience.
- Experience of event management
- Excellent IT skills.
- Experience of data analysis.
- Ability to prioritise and work to deadlines.
- Commitment to equal opportunities and diversity.

Desirable Skills, Knowledge and Experience:

- An understanding of the Arts Council’s Let’s Create strategy.
- A working knowledge of Arts Award and Artsmark.
- Knowledge of the Eastern region.
- Knowledge of central and local government initiatives as they relate to creative learning.
- A demonstrable passion for the arts, culture and heritage.

The Royal Opera House is committed to creating a diverse and inclusive environment in which everyone can thrive.

