



## **JOB DESCRIPTION**

**Role:** National Schools Partnerships Manager

**Reports to:** Head of National Schools Programmes

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### **About the Royal Ballet and Opera**

The Royal Ballet and Opera is the UK's home of world-class opera and ballet. We are a cultural powerhouse, bringing together two world-class performing companies in one of the UK's leading arts institutions, supported by a cast of more than 3,000 employees including technical staff, creatives, and freelancers.

Based primarily at the Royal Opera House in the heart of London's Covent Garden, with production and logistics sites in Thurrock and Aberdare, our work is enjoyed by audiences in our two theatres and globally through our streaming platform, cinema Season and company tours.

Our work in schools and communities up and down the country is driven by our curriculum linked programmes, specially designed to inspire creativity, widen access to the arts and diversify the future of opera and ballet. These sit alongside industry-leading talent development projects, regional partnerships, our Young RBO scheme, and a raft of daytime events, family activities, tours, exhibitions, and concerts in our Covent Garden home. We are committed to reducing our impact on the environment and aim to achieve net zero emissions by 2035.

### **About Learning & Participation (L&P)**

RBO's vision is to make the extraordinary for everyone, with **L&P enabling everyone to create the extraordinary**. Ballet and opera bring all the arts together to express powerful stories of the human condition, told through the extraordinary artistry of the human body and voice. At the heart of the organisation is creativity which can inspire everyone, particularly children and young people. Creativity is fundamental - fostering imagination, broadening horizons and building confidence through self-expression.

**RBO Schools** focuses on equity of access through our free, award-winning programme to enhance teachers' creative confidence and inspire the creativity of students. In the 2023/2024 academic year RBO reached over 1500 schools and 100,000 students nationwide.

## **Main Purpose of the Job**

The key purpose of this position is to scale up the engagement of National Schools Programmes across the country by building partnerships with schools, multi academy trusts and place-based partners to ensure we achieve ambitious growth targets in line with the L&P Strategy.

The role will work at scale by collaborating with groups of schools, Hub Lead Organisations, School Sport Partnerships and education stakeholders and RBO programme leads to deliver our teacher training days, implement our curriculum resources and design high-profile large-scale performance events that raise the visibility and profile of our work.

## **Main Responsibilities:**

### ***Programme Development***

- Work closely with the Head of National Schools Programme to deliver a growth plan for schools across the country with a particular focus in areas of socio-economic disadvantage and large-scale multi academy trusts.

### ***Partnership Management***

- Evolve and implement a Partnerships Plan to promote RBO's programme and profile in schools
- Work with key stakeholders to ensure that our programmes are embedded in schools to enable sustained delivery for generations of pupils
- Represent RBO L&P at relevant arts or education industry conferences and network groups.

### ***Strategy***

- Contribute to research culture and leading on collaborative planning and delivery of research projects linked to the impact of creativity and the arts in schools
- Delivery of initiatives to ensure retention of schools including RBO School Badging scheme.

### ***Financial Management***

- Lead the financial management of our partnership work, setting budgets and monitoring against targets and managing all financial transactions
- Work closely with the Head of National Schools Programmes and the Business and Operations Manager to ensure all budgets are on track. Produce accurate forecasts of income and expenditure accounts as necessary.

### ***Comms and Marketing***

- Working with NSP marketing on communications team to design messaging to schools
- Support the Marketing and Digital Manager to design marketing campaign using a data informed approach to ensure return on investment.

### ***Evaluation and Data Monitoring***

- Support the Impact Manager and the operations team to gather evaluation across the programme with both internal and external evaluators, ensuring that feedback is gathered in line with RBO processes, analysed and reports compiled
- Support the process of writing of reports and briefings for briefings for funders and board in close collaboration with Head of National Schools Programmes
- Ensure Event Reports are compiled at the end of each event, analysed and learnings acted on. Report any incidents adhering to L&P systems
- In collaboration with the leadership team analyse data in line with L&P systems, ensuring that accurate records are kept, and reports are produced as required.

### **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 RBO 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 RBO L&P, positively promoting the full portfolio of our work internally and externally.

### **Behaviours**

- Uphold the RBO values and behaviours: Treat each other with Respect - Be Open - Value the Highest Standards
- Proactively demonstrate a commitment and contribution to the RBO'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 Covent Garden but requires regular work in other locations of England as directed.

This position works 5 out of 7 days and requires regular weekend and evening work.

## **PERSON SPECIFICATION**

### **Essential Knowledge, Skills and Experience:**

- Outstanding people and relationship skills with proven ability to broker complex partnerships with multiple stakeholders across sectors
- Substantial experience working as a leader in the education/cultural sector and evidence of making impact and demonstrating understanding of good practice in the teaching and learning of arts in schools particularly music and/or dance
- Strong leadership skills with ability to influence, inspire and motivate
- Comprehensive understanding of the education sector and experience of teaching in schools
- Excellent communication, presentation and negotiation skills and fluent in English
- A passion for and some knowledge of opera and/or ballet and commitment to widening access to the work of RBO.

### **Other Desired Knowledge, Skills and Experience:**

- A degree in music, dance or creative arts, or equivalent

- Excellent strategic planning skills with the ability to prioritise, define goals and plan effectively to effect change
- Experience of inspiring and training teachers
- Commitment to widening diversity and promoting social mobility
- High level financial acumen with evidence of successful resource planning, budget management and financial planning
- Comprehensive understanding of evaluation and its role in best practice
- Self-starter and ability to work autonomously
- Ability to maintain discretion and confidentiality and all time
- Commitment to delivering a high standard of work at all times
- Awareness and understanding of Safeguarding and Equal Opportunities
- Willingness to work sustainably and consider new or improved ways of working to reduce our impact on the environment.

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

