



JOB DESCRIPTION

Role / Title: Partnerships Manager, East (0.6 FTE)

Reports to: Head of RBO East

Main Purpose of the Job

Learning and Participation (L&P) is central to RBO'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 100,000 annual participants across three strands:

- an award-winning, multi-disciplinary 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 RBO East, 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 programme in the Eastern region facilitates local place-based partnerships in Levelling Up for Culture places offering strategic support for cultural education partnership activity in Essex, Hertfordshire, Bedfordshire and North Kent as well as a range of RBO teacher development programmes and creative interventions for children and young people.

The post is one of two part-time Partnership Managers responsible for our relationships with local authorities and cultural partners in the East to deliver a programme of targeted work in 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 as well as leading some regional initiatives.

Key Accountabilities

Programme

- Under the leadership of the Head of RBO 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 2023-2027 Arts Council England funding cycle.
- Contribute to the overall strategic plan for a 4-year delivery plan for places in the East.
- In partnership with the National Schools Partnership Manager, support the implementation and encourage wider impact of RBO Create programmes, 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 training, networking and advocacy events 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 RBO East at meetings, supporting and advising colleagues.
- Working closely with RBO East and 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 RBO 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 RBO East activity plan (2023-27) 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 RBO East activity plans

Relationships, advocacy and communications

- Lead on developing and managing external relationships, working closely with the Head of RBO East and Head of National Schools Programme on the design of this strategic approach.
- Provide information and copy for Royal Ballet and Opera and RBO East communications as required.
- Deputise for the Head of RBO East as required, representing the Royal Ballet and Opera at regional and national meetings about Royal Ballet and Opera'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 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 Royal Ballet & Opera'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.

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

