

<b>Role:</b> Schools Coordinator	<b>Region / Department:</b> North East
<b>Reports to:</b> Visitor Services Manager	<b>Pay Band:</b> 3 Lower, £26,884 – £28,684 pro-rata, per annum
<b>Location:</b> Drum Castle and Estate	<b>Type of Contract:</b> 30 Hours per week, 12 month fixed term contract

## **JOB PURPOSE**

This role will establish and deliver our new schools programme *Timesliders* at Drum Castle and Estate. *Timesliders* is an ambitious new concept for the Trust and this role will play a key part in reviewing, refreshing and developing the programme, with the aim to roll it out at other Trust properties in the future.

Working with property and central learning staff, programme developers, and teachers/schools, this role will facilitate delivery of an outreach theatre show, create, develop and promote accompanying events and resources, and will engage schools with the project. The postholder will ensure the evaluation and reporting programme for *Timesliders* is implemented and will establish relationships with local schools and their communities. This post will also work closely with the Visitor Services Manager to implement planning for sustained schools programmes and activities beyond the initial phase of *Timesliders*.

## **CONTEXT**

At the National Trust for Scotland, we recognise the importance that learning and engagement plays in adding value to the visitor experience at our properties. In 2021, a new Formal Learning Strategy was introduced by the Trust, which aims to roll out new, consistent, high quality schools programmes across Scotland.

One of the key elements of the new programmes will be the national roll out of *Timesliders*. This innovative story-based programme involves digital resources, an outreach Theatre in Education show, on-site workshops and new ways of engaging with schools in line with the Curriculum for Excellence. *Timesliders* has been developed over several years, and a successful pilot was delivered at Pollok House during January-February 2023.

*Timesliders* is now being rolled out at Drum Castle and Estate and this post will be involved in developing and delivering this during 2024-25. The stories we will tell at Drum will include topics as varied as Jacobites, habitats, climate change and castles. This post will be at the heart of ensuring the programme reaches a range of local schools, including consulting with local primary and secondary schools. This post will also lead on the creation, development and delivery of linked family events and resources to encourage return visits.

As this project is a key delivery element of the Formal Learning Strategy, this post will also work closely with the central Learning team on evaluation, reporting and development. The post holder will also become a member of the Formal Learning Network, a community of practice across the Trust for staff working with schools. The project is externally funded.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

In this role the post holder will:

1. Establish and deliver *Timesliders* at Drum Castle and Estate, liaising with the Visitor Services Manager, the Operations Manager, central Learning team, and other internal/external stakeholders
2. Form, build, and maintain relationships with local schools
3. Liaise with the Timesliders' development team of creators, contractors, and suppliers to develop and deliver the programme's products
4. Coordinate logistical arrangements for the outreach activities to visit participating schools
5. Deliver and coordinate schools sessions on-site, working with external contractors, staff and volunteers
6. Maintain detailed records of participating schools and visits and input into reports by the central learning team
7. Contribute to and coordinate evaluation of the programme, working with an external evaluation specialist and the central learning team
8. Create and develop resources, guidelines and plans as required to ensure all schools programmes meets the needs of the schools
9. Create, develop and deliver new family events and resources to encourage return visits
10. Ensure all work is carried out in line with our Conservation principles and Safe Systems of Work (H&S)
11. Carry-out any essential administrative tasks as required; e.g. raising purchase orders, contributing to monthly reports, arranging project meetings, etc.

## **PERSON SPECIFICATION**

### Essential

- Demonstrable experience in heritage/outdoor learning including:
  - Recruiting schools and building lasting relationships with schools: their management, teachers, and pupils;
  - Working with external specialists and consultants where appropriate to deliver and develop learning programmes and resources;
  - Undertaking administrative and statutory requirements to plan and document school visits
  - Undertaking evaluation of programmes and reporting as required.
- Experience in delivering sessions to schools and other groups
- Ability to work within a team and independently with minimal supervision to a high standard
- Excellent communication and interpersonal skills with a range of audiences, including key stakeholders (e.g. teachers, education professionals and pupils)

- Confident in using Microsoft Office 365, including Teams, Planner, Sharepoint, Word, Outlook and Excel
- Excellent organisational, administrative and time-management skills with the ability to prioritise and re-prioritise workload to meet changing demands
- Ability to influence, train and support colleagues in order to achieve project objectives

Desirable

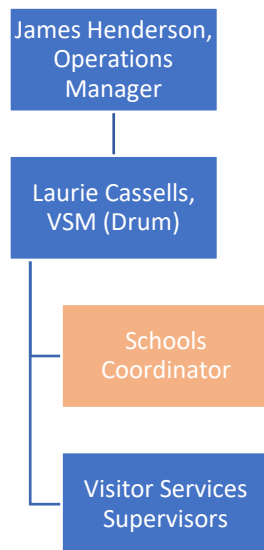
- A relevant qualification in education or heritage learning, or equivalent experience
- Understanding of the needs of school visitors of all ages, abilities and interests
- Experience in developing and delivering events and resources for families and other audiences

The Trust requires the post holder to become a member of the Protection of Vulnerable Groups (PVG) scheme, which replaces the “Enhanced Disclosure” check and is administered by Disclosure Scotland.

**DIMENSIONS AND SCOPE OF JOB**

People Management

- Will work closely with the Operations Manager, Visitor Services Manager and other VS staff, central Learning team, external contractors, and volunteers.
- Will have regular interaction with teachers and school pupils.



Finance Management

- Limited operational budget c£5k

Tools / equipment / systems

- Access to desktop PC and relevant IT systems, i.e. standard NTS management systems including Intranet, T:Drive,
- Microsoft Office 365, including Teams, Planner, Sharepoint, Word, Outlook and Excel

**The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right**

**to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or their general abilities.**

### **Applications**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by Sunday 28th July 2024

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"