



## Communities & Families Learning Coordinator

Part-time 24.5 hours (3.5 days) per week

Fixed-Term until 30 June 2026

Salary £34,944 - £38,218 per annum pro rata (pay award pending)

Plus generous benefits package

Hybrid / flexible working

### About the role

Are you passionate about making art work for everyone? We have a fantastic opportunity for an experienced and creative Communities & Families Learning Coordinator to join our passionate Learning and Engagement Team. You must have proven experience in developing and coordinating programmes and resources that connect meaningfully with diverse audiences, alongside a strong background in working with communities and families, ideally within galleries or museums.

Based across our four amazing Galleries in the heart of Edinburgh, you'll help deliver inspiring, inclusive, and accessible learning experiences for families, early years audiences, and adults with specific access requirements.

We're looking for someone with a creative and practical approach to learning and engagement programmes. You'll bring enthusiasm, strong organisational skills and a collaborative mindset to everything you do.

In this varied and rewarding post, you'll be part of a dedicated team where mutual respect and excellent communication are key. For 2.5 days each week, you'll job share with our Communities Learning Coordinator. Together you'll coordinate our community learning programme. The remaining 1 day will focus on leading engaging sessions and developing resources for families, including our much-loved Family Fridays.

Working closely with colleagues, artists, and community partners you will develop imaginative learning opportunities that make a genuine difference to people's lives. If you're passionate about inclusion, creativity, and the role of galleries in supporting learning and wellbeing, this is a wonderful opportunity to join a friendly team and play a vital part in shaping our community and family engagement work.

### The difference you'll make

You will work alongside the existing the Communities Learning Coordinator and the Families & Early Years Programme Coordinator to deliver key strands of the community and family programmes. Reporting to the Deputy Head of Learning & Engagement you will:

- Develop, manage, and coordinate regular learning programmes for adults with specific access requirements including programmes created with and for deaf audiences, autistic adults, adults with a learning disability, audiences with sight loss and those living with dementia.

**[nationalgalleries.org](https://nationalgalleries.org)**

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- Manage visits to National Galleries of Scotland from a range of community and access groups and liaising with freelance artists.
- Work with colleagues to develop access resources including audio description, BSL tours and sensory videos.
- Develop, manage, and coordinate learning programmes and resources for families with children under 12 including early years and our weekly Family Friday programme.
- Monitor, evaluate and document the programme and resources.
- Complete admin tasks including room bookings, compiling reports, KPI, budgets and purchase orders.
- Represent and promote our work outside of the organisation.

## **Who we are looking for**

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Proven experience of developing, co-ordinating and evaluating learning programmes and resources, both digital and in person, with and for adults with specific access requirements.
- Experience of consulting and working with disabled, deaf, and neurodivergent audiences.
- Competent at delivering creative learning opportunities for families and early years including those with additional support needs.
- Enthusiasm, creativity, and a strong commitment to gallery learning and engagement.
- Knowledge of current best practice and research around accessibility in a gallery or museum setting.
- Excellent communication and interpersonal skills with the ability to build positive relationships across teams and with external partners.
- Proficient in completing budget admin tasks accurately and on time.
- Strong organisational and time management skills, with the ability to manage multiple projects simultaneously.
- Flexibility with working hours, including occasional weekends and holiday periods, as learning programmes require.

## **It would also be great if you have:**

- A broad-ranging knowledge of, or interest in, the National Galleries of Scotland collections.
- Experience of working with artists.

## **We are National Galleries of Scotland**

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

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We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

### **What's important to us**

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise, and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

### **What's on offer for you**

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

#### **Salary**

£34,944 - £38,218 per annum pro rata (pay award pending). Starting salaries will normally be at the minimum rate depending on experience.

#### **Hours**

24.5 hours (3.5 days) per week excluding a one-hour unpaid lunch break on the full working days. Working days are likely to include Tuesdays, Wednesdays and Fridays and the remaining hours will be discussed at interview. Weekend work and flexibility with working schedule may occasionally be required. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies.

#### **Holidays**

When you first join, you'll get 36.5 days holidays per year pro rata (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days pro rata.

**Where you'll be based**

You will primarily be based at the Portrait, 1 Queen Street, Edinburgh, EH2 1JD however you'll work across all of our Galleries based in the heart of Edinburgh - the National, Portrait, and Modern (One and Two).

**Pension**

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 28.97% for this role.

**Other benefits**

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

**The closing date for completed applications is 12 noon on Monday, 27 October 2025.**

*Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.*