

APPLICATION PACK
Culture & Education Officer

Job Title:	Culture & Education Officer
Salary:	£24,000 - £29,000 per annum (depending on experience)
Reporting to:	Director of Programme & Events
Responsible for:	Culture Volunteers, Freelancers and Teachers
Working Hours:	Flexibility of days Monday-Sunday (and time of day).
Office Location:	Camden Square, NW19XB
Contract type:	12-month fixed term contract (possibility of extension)

About the London Irish Centre (LIC)

The London Irish Centre is the oldest and largest Irish Centre in Britain, offering a mix of community and cultural services for both Irish and local communities in London and UK wide.

We provide a wide range of cultural and community services, including a full programme of cultural, educational and heritage events. Our Venue offers a welcoming coffee shop/bar, versatile private hire spaces, and vibrant commercial events. To support our charitable mission, we also run major fundraising events and initiatives throughout the year.

We are in the early stages of a multi-year ambitious strategic plan to reimagine, redevelop and our Camden Centre home as a world-class community and cultural centre.

How to Apply

In this pack we have included a job description and person specification to support your candidature. The details in the job description and person specification should be addressed in a one-page cover letter. To apply, upload your CV and cover letter to this portal –

<https://londonirishcentre.peoplehr.net/Pages/JobBoard/Opening.aspx?v=69dc5f5d-2130-4e0a-902a-78bb7ee5811c>

The deadline for applications is 9.00am on Friday 31st January 2025.

Applications will be reviewed on a rolling basis, and we will be actively interviewing. We reserve the right to close applications before this date.

If you would like to have an informal conversation with Hannah Pender Director of Programme & Events please contact us by email at recruitment@londonirishcentre.org to arrange a call.

Job Brief

The Culture & Education Officer will be responsible for the delivery of the London Irish Centre's (LIC) Culture programme, which includes Events & Education activities. Working as part of LICs Culture & Venue Team, they will plan, deliver and evaluate a community-driven programme which is creative, diverse and high-quality. They will create opportunities for a multi-generational audience to help fulfil LIC's Vision and Mission.

They will create opportunities for the community to connect and learn, as well as support Irish community groups through the LIC Community Events Programme (CEP), which provides low-cost facilities for teachers of traditional Irish artforms.

The role will offer the right candidate a great opportunity to work with an ever-changing mix of creative groups and individuals, and to devise a range of new partnerships with community arts providers. Although the role will be primarily based at the LIC in Camden, there is potential for some flexi and remote work, by advance agreement with line management.

Personal Specification

Essential and Desirable Skills & Experience

	Qualities	Essential	Desirable
1	A positive outlook, presenting a professional image to Artists, Teachers, Freelancers, technical suppliers, and artist representatives.	X	
2	An affinity with and enthusiasm for the purpose, vision, mission, and values of the LIC.	X	
	Skills and Abilities		
1	Strong organisational and planning skills.	X	
2	Ability to multitask, in a fast-paced environment under pressure, with a high level of attention to detail.	X	
3	Excellent written and verbal communication skills, with the ability to adapt communication styles accordingly.	X	
4	Proficiency across Microsoft Office suite, and ability to use other digital platforms e.g. Adobe Creative Cloud, CRMs.	X	
	Experience		
1	Experience in a live events presentation and delivery. <u>OR</u>	X	
2	Experience planning and delivering education or community activities.	X	
3	Experience of setting up and effectively integrating systems and processes for event delivery.	X	
4	Experience of managing compliance with legislation for Health & Safety practice.		X

5	Experience of maintaining positive external relationships whilst managing expectations of artists, artists management.		X
6	Experience of managing and working with a wide range of event suppliers.		X
7	Basic event/activity budget management experience.		X

Key areas of responsibility

Development and Delivery of LIC Culture Programme:

- Deliver live events as part of a year-round programme that includes theatre, dance, comedy, spoken word and other live performances of the highest quality (in-person, digitally and a blend of the two) which is informed by LIC's evolving and ongoing objectives.
- Responsible for 'performer care' for all events.
- Work with the Culture Team to ensure all events are managed by themselves or by another member of the team.
- Ensure that all activities are run in a safe and responsible way. This may involve risk assessments for activities and events that are compliant with any relevant LIC policies, e.g. safeguarding, health and safety etc.
- Ensure all artists contracts are up to date and signed.
- Ensure Financial procedures are followed, and work with the finance team to ensure artists are paid in a timely manner.

Education & Heritage Service Delivery:

- To manage our Education Offer, including London Irish Community Voices Choir, Irish Language Courses, Toddler Club and networking nights, as well as exploring new opportunities for learning.
- Ensure that classes and courses are planned, delivered and evaluated to a high standard.
- Working with the Community Events Programme (CEP) users to ensure that their events are marketed and built into the LIC's Education Offer.
- To liaise with colleagues in the Venue Team to ensure the smooth delivery of activities, from room booking and set-up needs. This will include classes, courses, installations of exhibitions etc.
- To work with the Marketing and Communications Manager to ensure that activity is on sale and promoted well.
- To support the library team volunteers with general enquiries and improve systems.

Reporting

- To report to the Director of Programme & Events formally and informally. This will include, activity feedback, financial and impact reporting.
- To ensure that all financial reporting is kept up to date, and work with the Director of Programme and Events to keep within budgets set.
- To manage Customer Surveys & Impact Reports.
- To ensure that any reporting required by funders and supporters is kept up to date.

Management:

- To manage a small team of volunteers for events.
- To manage the relationship with teachers, freelancers and practitioners, ensuring their contracts are up to date, they are paid promptly and that their role is clearly defined and delivered.
- To maintain and develop good relationships with external schools and learning institutions.

This job description is a guide to the nature of the work required of the Culture & Education Officer. It is not wholly comprehensive or restrictive and may be reviewed as required.

Employee Benefits

Enjoy enhanced annual leave (26 days plus bank holidays, increasing to 27 days after 5 years, pro rata) and enhanced sick pay (4 weeks full pay post-probation, pro rata).

Additional perks include maternity/adoption leave pay, Cycle to Work and Tech Schemes, free eyesight tests and contribution to glasses, jury duty pay, Employee Assistance Programme, complimentary event tickets, and discounts: 50% on LIC education courses (availability permitting), 20% at the LIC shop, and 10% at the LIC bar. Plus, benefit from a mindfulness app membership.

***Only available to staff on contracts of a minimum of 12 months**

LONDON IRISH CENTRE

OUR SIX CORE VALUES

At the London Irish Centre we strive to be:

1. Welcoming
2. Compassionate
3. Inclusive
4. Creative
5. Community-centred
6. Sustainable

The London Irish Centre is an equal opportunities employer. We actively encourage applications from diverse backgrounds, communities and industries, and are committed to equality and diversity within our workforce. Please note our offices have some barriers to access, which is one of the core missions that our redevelopment will overcome.