



Role Profile

Title: Camellia House Project Skills Development and Learning Officer

Location: Wentworth Woodhouse Preservation Trust, The Mansion, Wentworth, Rotherham, South Yorkshire

Hours of work: 30 hrs/week (which can be spread across 4 or 5 days)

Contract: Initially a 2-year fixed term contract

Responsible to: Chief Executive Officer

Skills Development and Learning Officer role purpose:

We want to inspire the next generation, supporting training initiatives, work placements and learning experiences which help young people, especially from economically disadvantaged backgrounds and/or with additional access needs, to connect meaningfully with Wentworth Woodhouse and gain skills which enhance their career opportunities as well as support their wellbeing. We also want Wentworth Woodhouse to be a useful resource for schools across South Yorkshire, and especially those most local to us. You will be proactive in developing learning networks and organise activities and events which bring schools together to foster a sense of collective pride for Wentworth Woodhouse and its heritage. With a focus on inclusion, you will programme new training courses for our staff and volunteer teams to build more knowledge and confidence to welcome visitors from diverse communities and with access needs.

You will be an excellent networker with experience in delivering learning and training activities for schools and young people. You will develop and create a strong network of learning professionals which support the project and use the facilities on offer to deliver their curriculum studies as well as enrichment activities.

You will have an excellent track record as a project coordinator/manager within the cultural or education sector and experience of developing and delivering a varied programme of participatory and learning activity for schools, including for students who are neurodiverse and/or have additional learning needs.

You will need to be above all an excellent communicator and 'people person'. You will be a dynamic and highly motivated self-starter with strong organisational skills. You will have commitment to inclusivity and access and want to work in, and foster, an environment which is welcoming and engaging to all.

Alongside delivering activities for and with schools, supporting enterprise projects and work placements, as outlined in the Activity Plan, you will interact with families and general visitors and be an enthusiastic interpreter of Camellia House history as well as help create and facilitate some trails and events in the gardens, inspired by the Camellia House. You will actively showcase the achievements of the school groups and young people you work with to ensure visitors and non-visitors are aware of the learning and skills development projects happening on site. You will be a real team player and help the rest of the Camellia House project team to achieve their targets as well as deliver your own. As a multi-use site, you will be willing to help with other diverse tasks from time to time, such as setting up for a wedding or event. You will be willing to learn and as part of the wider staff team, be a champion for access and inclusion and an ambassador for the Wentworth Woodhouse Preservation Trust telling our visitors about the vital work we do to protect this special place.

Skills Development and Learning Officer role duties

- Develop details for and deliver designated activities outlined in the Camellia House Activity Plan. (Activities will be divided between the staff roles for The Camellia House Project, but where overlap exists, should be developed together).
- Organise and manage on and off-site workshops and facilitated activities within the programme aimed at schools, including managing resources to take bookings, risk assessing, production of marketing materials and distribution.
- Work with schools and colleges to understand what makes Wentworth Woodhouse relevant and useful to them, with the Camellia House project being at the centre of this work.
- Be willing to drive a minibus to pick up small groups from South Yorkshire locations and bring them to Wentworth Woodhouse.
- Curate displays and exhibitions of children and young people's work, including producing written interpretative text where necessary.
- Work closely with other members of the Camellia House project team and the Assistant Gardener to deliver and support work and industry placements in the gardens.
- Supervise a T level student from Barnsley College, working jointly with Elsecar Heritage Centre.
- Work with FE and HE colleges to offer 'live' modules of work.
- Recruit, commission and manage contractors, freelance professionals and suppliers engaged in delivery of the Activity Plan.
- Organise familiarisation and networking events to build relationships with teachers, promoting Wentworth Woodhouse and building capacity and relationships between schools as well as for us.
- Motivate and supervise volunteers and work placements working on our projects and support and encourage them to get involved with other volunteer roles, supporting the diversification of volunteering at Wentworth Woodhouse.

- Carry out your own administration tasks to include setting up and maintaining databases, writing briefs and commission documents, monitoring and analysis of visitor feedback. You will ensure compliance with General Data Protection Regulations.
- As a budget holder you will be responsible for setting, phasing, monitoring and reporting Activity Programme budgets.
- Compile evaluative reports for Wentworth Woodhouse management teams and contribute to the progress reports for the National Lottery Heritage Fund.
- Take responsibility for all health, safety and environmental management within the context of events that you run and in relation to work placements and live projects with students.
- Work closely with the evaluation consultant to gather relevant data and feedback from participants and stakeholders and monitor and evaluate the effectiveness of all projects and activities to ensure all are delivered to a high standard.
- Regularly contribute news and content and work with the digital and marketing team and external education agencies to ensure your learning offer is promoted to schools and colleges across South Yorkshire.
- Carry out other tasks to support the wider staff team where reasonably requested.
- Attend training courses and garden learning visits as necessary.
- Work flexibly. There may be some weekend working.
- Ensure you adhere to the health and safety policies and procedures at all times.
- Be conscious of social media and its implications in the workplace.

Thanks to National Lottery players



Person Specification

Please see the criteria expected of the role below. For your application, please note these and explain how you meet or exceed them.

Factor	Criteria	Essential or Desirable
RELEVANT EXPERIENCE	Experience of project managing/coordinating learning and skills development projects in the cultural or education sector	Essential
	Experience of organising, running and facilitating workshops and activities for schools (primary and/or secondary or within higher education	Essential
	Experience of working with young people with Special Educational Needs, neurodiversity and/or disabilities.	Essential
	Experience of developing a training programme, engaging external providers as well as delivering some in house aspects	Desirable
	Experience of running NLHF-funded projects	Desirable
JOB RELATED SKILLS	Excellent attention to detail, especially written text	Essential
	Organisational skills and ability to juggle multiple small projects at one time	Essential
	Ability to work as part of a team	Essential
	Ability to assess and mitigate risk to public health and safety	Essential
	Full clean driving licence	Essential
	Knowledge and interest in historic houses and gardens	Desirable
PERSONAL ATTRIBUTES	Have confidence when working with young people and children	Essential
	Happy to work indoors and outdoors in all weathers	Essential
	Passionate about increasing opportunities for people to access heritage and new experiences	Essential
	Be patient, kind and inclusive and confident to work with a range of people from different backgrounds and abilities. In particular, work placements will be offered to young people with disabilities and/or additional learning needs	Essential
	Be anti-racist and champion equality and diversity	Essential
	Ability to work well under pressure, and remain calm in a busy environment	Essential

	A flexible and positive approach	Essential
	A courteous, respectful, and professional manner	Essential
	Awareness of the implications of social media in a workplace	Essential
WORK CIRCUMSTANCE	Able to work flexible hours, including weekends and occasional Bank Holidays.	Essential

Name:.....

Name (Manager):.....

Signed:.....

Signed:.....

Commence: