



**CITY VARIETIES**  
MUSIC HALL · LEEDS

*The* **GRAND**  
Theatre & Opera House Leeds



## ROLE DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Education Manager

**Department:** Learning & Engagement

**Responsible to:** Head of Learning & Engagement

**Responsible for:** Learning & Engagement Officer and Learning & Engagement Coordinator

**Contract:** Permanent (subject to probation)

**Salary:** £34,804 (37 hours per week)

Subject to enhanced DBS checks and checks against the Children's Barred List. We will also carry out online vetting.

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## ABOUT LEEDS HERITAGE THEATRES (LHT)

**"Where creativity thrives, and stories unfold"**

Leeds Heritage Theatres is the custodian of three of the city's most iconic venues:

- **Leeds Grand Theatre:** A cornerstone of the city's cultural life and a landmark of Victorian elegance, the Grand hosts world-class drama, musicals, opera and dance.
- **City Varieties Music Hall:** Known for its rich music hall heritage, today the City Varieties offers a vibrant programme of comedy, cabaret, spoken word and live music.
- **Hyde Park Picture House:** One of the world's last surviving gaslit cinemas is home to independent, international and archival cinema, offering a unique and enriching film experience.

Together, these venues make a vital contribution to the cultural life of Leeds.

As a charitable organisation, our vision is to be a hub of creativity, celebrating the work of local, national and international artists and the human connection of arts and culture. Our work will be underpinned by excellence, skill, inclusivity, collaboration, learning and generosity, and will be visible at home in Leeds but regionally, nationally and virtually. Our physical and digital sites will be places of congregation, engagement, excitement and welcome. We will always be future-facing and outwards-facing, whilst recognising our heritage and our history.

Learning is central to our purpose and to our Strategic Plan. Our Learning & Engagement (L&E) programmes support children, young people and communities to develop their skills, confidence and creative voice, while creating clear pathways into further learning, training and employment in the cultural sector. The Education Manager is part of the L&E Leadership team working closely with the Youth Theatre Programme Director and the Engagement Manager. Each role leads a specialist area to deliver the programme and L&E Strategy:

- **Engagement Manager:** focusing on audiences, communities and access for children and adults, providing first-point connections with LHT

- **Education Manager:** focusing on structured learning and impact through schools, Further and Higher Education, providing greater depth for learners
- **Youth Theatre Programme Director:** focusing on creative training and progression for young people, providing advanced training routes

## **ROLE PURPOSE**

The Education Manager is a senior role responsible for leading the strategic development and delivery of LHT's education programme. The role connects children, young people, educators, and learning providers with our artistic programme, festivals, and heritage venues through curriculum-linked activities, partnerships, and accredited learning opportunities.

As part of the L&E leadership team, you will provide strategic oversight of education work, contribute to organisational resilience, and ensure our work is led by our values of creativity, integrity, inclusivity, and passion.

You will build and sustain strong partnerships, oversee high-quality and inclusive programmes, and ensure effective planning, evaluation and delivery. Working at scale with national, regional and local partners to deliver ambitious programme opportunities and managing our core education offer, you will ensure the department's evaluation and systems run smoothly to support our expanding programme.

Leading on research and evaluation for the department with university partners, you will advocate for creative learning within LHT and to a wide range of external stakeholders, providing strategic oversight of creative education.

## **KEY RESPONSIBILITIES**

### **Strategic Leadership**

- Lead the vision, development, and delivery within your specialism of LHT's Education programme.
- Contribute to and implement LHT's L&E strategy and wider organisational Strategic Plan across the programmes you lead on.
- Ensure your areas of responsibility are delivered in a way that is inclusive, accessible, and representative of the diverse communities of Leeds.
- Provide clear planning, monitoring, evaluation and reporting for the programmes you lead on, ensuring their sustainability.
- Lead on research and evaluation frameworks to evidence impact and inform future strategy.
- Act as a senior internal and external advocate for the work of LHT, the L&E team, and in particular the programmes which you lead on, including the creative curriculum and arts education.

### **Programme Leadership and Delivery**

- Design, develop and deliver a high-quality, curriculum-linked education offer connecting young people and educators with LHT's artistic programme, festivals and heritage venues.
- Lead the design and delivery of large-scale education programmes, ensuring strong creative vision, planning, and execution.
- Establish and oversee accredited training pathways (work experience, placements, internships, apprenticeships and technical training routes).

- Work closely with the L&E leadership team to ensure a collaborative and cohesive delivery across the L&E Strategy.
- Play an active role in supporting LHT's Audiences Strategy.
- Work with the Youth Theatre Programme Director to scope and deliver Theatre in Education touring opportunities.
- Ensure high standards of delivery through effective management of partners, freelancers and practitioners, as applicable.
- Ensure the delivery of high-quality programmes, aligned with industry good practice, providing inclusive and accessible education activity building confidence, wellbeing and connection.
- Embed inclusive and accessible practice, addressing barriers to participation.
- Champion learning-led approaches that support creativity, confidence, wellbeing and progression.

### **Partnerships and People**

- Build and sustain strategic partnerships with schools, education providers, community organisations and cultural partners locally and nationally.
- Identify, develop, and maintain external partnerships at a local and national level, representing LHT as required. In your role, this may include working with Grand Futures, West Yorkshire Combined Authority programmes, Leeds Learning Alliance and sector forums, advocating for creative careers and inclusive access to the arts.
- Recruit, manage, and support colleagues as required and in line with LHT policies and approaches. When required, identify the need for freelance roles and external partnerships, in line with budget and internal governance requirements, and manage such arrangements as required.
- Foster a collaborative and high-performing team culture.
- Communicate clearly and sensitively with a range of stakeholders, which may include colleagues, freelancers, participants, parents/carers and partners.

### **Leadership and Development**

- Foster a culture of collaboration, creativity, and continuous professional development.
- Lead, support, and develop Learning & Engagement Officers and Coordinator, freelance practitioners, and volunteers working across our creative training programmes.
- Recruit, brief and mentor freelance artists and facilitators, fostering a collaborative and supportive working culture.
- Ensure effective planning, communication, and delivery across the programme team.

### **Governance, Safeguarding and Risk Management**

- As a key member of the Designated Safeguarding Lead (DSL) Team, ensure consistent application and compliance with safeguarding policies, child performance legislation and duty of care.
- Any of the manager roles in the team may be required to act as LHT's Designated Safeguarding Lead, where you will review and implement policy, practice and training, supporting a team of DSLs and reporting to the Safeguarding Trustee. These additional duties attract an additional payment. At this time, the postholder for this role will not be asked to act as the Designated Safeguarding Lead.
- Oversee programme budgets, scheduling, resource planning and financial management within agreed parameters.

- Lead on systems and processes for programme booking, data management, reporting and evaluation.
- Complete risk assessments and ensure compliance with health & safety, licensing and statutory requirements.
- Strengthen organisational resilience and reduce risk through clear decision-making and leadership structures.
- Monitor and evaluate programme outcomes, ensuring quality and impact.
- Work with the Head of Development and Head of Learning & Engagement to identify, develop and deliver funding opportunities.
- Where projects are funded externally, ensure they are delivered within the agreed funding parameters.

### **Equality, Diversity and Sustainability**

- Actively address historic and structural inequalities in the cultural sector through inclusive, anti-discriminatory and intersectional practice.
- Ensure education programmes are welcoming, accessible and reflective of the diversity of Leeds.
- Support and deliver LHT's Sustainability Strategy and Action Plan.

## **PERSON SPECIFICATION**

### **Essential**

- Significant experience of leading, developing and delivering creative education or learning programmes in a cultural, arts or educational setting.
- Demonstrable experience of working with young people, educators, artists and partners to design and deliver high-quality creative learning activity.
- Strong understanding of learning-led and inclusive creative practice with children and young people.
- Proven ability to design, manage and evaluate programmes at scale, using data and insight to evidence impact and inform development.
- Experience of strategic planning, budget management and resource allocation.
- Proven ability to lead, manage and support teams, including staff, freelancers and partners.
- Excellent communication, influencing and relationship-building skills, with the ability to engage a wide range of stakeholders.
- Strong knowledge of safeguarding practice, with experience of implementing policy, procedures and training in a relevant setting.
- Ability to act as an advocate for the value of arts and culture, influencing internal and external stakeholders.
- Commitment to equity, access and inclusion, with experience of addressing barriers to participation.

### **Desirable**

- Experience working within a multi-venue or large cultural organisation.
- Knowledge of the Leeds cultural, education and youth arts landscape.
- Experience developing partnerships with underrepresented communities.
- First Aid qualification and/or chaperone licence (or willingness to obtain).