**Community Outreach Officer**

**Main purpose:**

To develop and deliver Jupiter Artland Foundation’s Outdoor Learning Programme

**Reporting to**

Senior Learning Coordinator

**Accountable to**

Head of Exhibitions and Learning Programmes

**Salary**

Depending on experience

**Jupiter Artland**

Jupiter Artland is an award-winning contemporary sculpture garden located just outside Edinburgh. Founded in 2009, now home to over 30 permanent and unique site-specific sculptures Jupiter Artland has grown into one of Scotland’s most significant arts organisations, with an international reputation for innovation and creativity and a seasonal programme of carefully curated exhibitions and events that showcase and champion a plethora of artists, both emerging and established.

Education and learning have always been at the heart of everything we do. The Learning programme offers various free learning initiatives to schools, universities and community groups as well as a range of educational workshops and courses. These immersive and experiential programmes utilise a considered blend of cross curriculum opportunities with the benefits of being outside in natural woodland. Over the past 7 years we have established a successful approach in creative learning in the outdoors

Jupiter’s ORBIT Youth Council is a group of 16-18-year olds from all over Scotland; Orkney to Glasgow, Mallaig to Cumbernauld. Together with a team from Jupiter Artland, the Youth Council shape an exciting, new programme of art projects for communities across Scotland. Putting young people at the helm of the decision making and amplifying the voice of Scotland’s youth.

**Key responsibilities, tasks, duties**

* Plan, programme and deliver Free Learning Visits: primary schools, high schools, FE colleges, universities, SEN groups and community groups
* Actively seek to expand reach of free learning, particularly for groups that don’t regularly have access to outdoor learning in nature opportunities
* Create and Maintain onsite and online learning resources
* Update website with content, assist with marketing of Learning Programme
* Stay abreast of trends in arts, learning & nature; liaise with colleagues in the sector and share expertise
* Assist in the planning and delivery of audience development projects with community groups

**Communities**

* Contribute to Jupiter’s programmes for teenagers and school-leavers, particularly ORBIT Youth Council alongside Learning Team
* Book travel & accommodation for Youth Council trips; manage logistics
* Day-to-day running of Youth Council mentor scheme
* Coordinate feedback and evaluation with Community groups and ORBIT Youth Council

**Administration**

* Maintain excellent records for Learning Programme
* Manage the learning contact database through in house Customer Relationship Management system.
* Manage all free learning booking administration – processing enquiries, booking forms and communication
* Process invoices, manage budgets, reporting to line-managers as required
* Ownership of Learning Database; regularly update schools contact list and mailing lists for learning newsletters
* Order all learning resources as required.
* Contribute to evaluation reporting as required

**General**

* Ensure learning activities are run safely in line with Jupiter Artland’s policies and procedures, including briefings for freelance staff and volunteers
* Contribute to upkeep of Learning Classrooms and Woodland Classrooms, general maintenance and reporting any issues to grounds team as they arise
* Assist and be present for Jupiter’s four major annual events: Easter Egg Hunt, Jupiter Rising, Halloween Pumpkin Hunt and Christmas Fair unless otherwise agreed with line-manager
* Comply with Jupiter Artland’s policies and procedures as set out in the staff handbook including health and safety, equal opportunities and environmental sustainability
* Attend and participate in staff meetings when requested
* Occasional evening work and weekend work may be required
* Undertake any additional tasks that may be reasonably be required
* Full driving license desirable

**Place of work:**

Jupiter Artland, Bonnington House Steadings, EH27 8BY

**Hours of work:**

Monday to Friday, 9am to 5.30pm