**Outdoor Learning Coordinator (Part-Time)**

**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 Range**

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**

* Teach on the twice-weekly ArtSparks outdoor learning programme during term-time and Holiday Sessions during rest of year
* Lead on term-time and holiday courses, managing bookings and ensuring excellent communications with carers & parents
* Plan, programme and deliver term-time workshops and learning courses for ages 3 to 10.
* Plan, programme and deliver holiday workshops and courses for ages 3 to adult in both a lead and assistant role as required.
* Lead educational visits with schools, universities and teacher CPD
* Contribute to and develop resources and lesson plans for our resource bank and educational visits
* Oversee course content, ensuring its recorded and saved
* Book and manage freelance staff

**Administration**

* Maintain excellent records for Learning Programme
* Manage the learning contact database through in house Customer Relationship Management system.
* Manage all paid learning booking administration – processing enquiries, booking forms and communication
* Order all learning resources as required.
* Process invoices, manage budgets, reporting to line-managers 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 (3 days a week)