

Community & Education Manager at Two Temple Place - Job Description

Two Temple Place is looking for an energetic and passionate Community & Education Manager to develop, manage, administrate and deliver a year-round programme of community and educational projects and activities.

Job Title: Community & Education Manager

Reporting to: Head of Culture and Community

Working Closely with: the Director, Community partners, Schools Facilitator, Visitor Services Coordinator, Exhibition Coordinator, Volunteers

Based at: Two Temple Place, London WC2R 3BD

Contract: Permanent (full-time). Holiday entitlement is 25 days, plus Bank Holidays. We operate a contributory Pension Scheme

Salary: £36,000

Two Temple Place and the Bulldog Trust

Two Temple Place is a dazzling architectural gem in central London, built in 1895 by William Waldorf Astor and owned by the registered charity The Bulldog Trust. We run a growing year-round programme of community activity, projects and cultural events - including a major annual free exhibition - designed to open our doors more often to more people. To generate the funds for this, we make our beautiful and utterly unique building available for commercial hire. Between the exhibition and year-round programme we welcome over 50,000 visitors in a typical year.

In 2011 we opened to the public with our first free exhibition. The exhibitions at Two Temple Place are designed to highlight the remarkable collections in UK regional museums and galleries, support the development of emerging curators and cultural staff members and act as a hub of our year-round charitable programme. We are currently planning our next exhibition for January – April '25, Lives Less Ordinary, which explores the overlooked richness and diversity of working-class culture and creative expression in post-war Britain.

Further information is available on our website: www.twotempleplace.org and in more detail at [2TP-Culture-Community-Report 2024.pdf](#)

The Role

This is an exciting opportunity to join our small team, and to play a key role in the development, growth and delivery of a programme of activities, creative workshops, and events working with community partners, charities, schools and educational programmes. You must be passionate about offering opportunities and have a proven track record of working with people of all ages and from diverse backgrounds.

Every year, our exhibition is accompanied by a successful schools' and community group workshop programme alongside which we offer free learning resources to other visitors. This post will take the lead on the development of our community and educational offer, reaching

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more community groups, charities, schools and other educational partners throughout the year.

Building on our current community and schools' partnerships and generating new relationships and projects with community and educational groups, this post comes at an exciting time for The Bulldog Trust and Two Temple Place. We are looking to make a step-change in the social and educational work of our organisation with the aims of expanding our network of partners and offering more opportunities to more people.

The Community & Education Manager reports to the Head of Culture and Community and the Director and is based at Two Temple Place. The role is full-time and includes some evening and weekend work throughout the year. The role is a core member of the team, also helping to manage the day-to-day operation of Two Temple Place, so that it is a welcoming and safe place for visitors, volunteers and staff.

Main Responsibilities

Community

- Maintain current relationships and identify and build new relationships with community groups or projects using creativity as a tool to engage, empower and inspire people
- Conceive, devise and deliver innovative activities with and for community groups. With the 2TP team, identify high quality facilitators and creatives to support delivery. These might be one-off workshops or longer-term projects depending on the needs and interests of the groups we partner with
- Research and contact community groups, devising visits and tours for them and ensuring the smooth running of workshops, family building trails, and other visitor activities
- Collate data and feedback for reporting and internal learning purposes

Education and Schools

- Work with the Schools Facilitator in the production and delivery of learning and workshop resources and activities for schools throughout the year. During the exhibitions, take the lead from the exhibition's themes as inspiration
- Work with the Schools Facilitator and Workshop providers to deliver workshop events of all kinds
- Maintain contact and ensure smooth administration of the schools and educational visits – promoting workshops, chasing and collating paperwork, maintaining the calendar, proactive correspondence and confirming details
- Meet & greet the schools on arrival
- Follow up with feedback forms and collate evaluation

Family Programme

- Conceive and deliver a programme of family and children's events, during exhibitions and throughout the year, including the production of a family exhibition trail
- Support the smooth running of events, daytime and evening events where required

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General

- Ensure that the Community & Education space is welcoming with materials prepared, tidy and well stocked at all times
- Monitoring and updating our website's community and education pages, updating and programming social media content related to community and education programmes, and generating ideas for topical campaigns
- Working with the team as required for fundraising applications, research, data collection and Equal Opportunities monitoring

This is not an exhaustive list. As part of a small team the Community & Education Manager will be involved in all aspects of the building's life and operations.

Person Specification

- Demonstrable commitment to making opportunity, creativity and culture available to all
- A real passion for and understanding of working with people from a wide range of communities and backgrounds
- Several years' experience of running community and/or educational programmes in an arts, community or school setting
- A proven track record of project management and programme delivery, with strong organisational skills and aptitude for time management and working to schedule
- Excellent understanding of good practice in community engagement and participation and clear knowledge of diversity and inclusion challenges in the charity and cultural sectors
- Strong collaborative skills and a commitment to teamworking.
- An interest in the charitable objectives of The Bulldog Trust and Two Temple Place
- Personable and friendly, with outstanding service skills and a keen interest in people and strong and creative communication
- Willing to work flexible hours, including evenings and weekends as occasionally required

How to Apply

Please choose ONE of the following two ways of applying:

- 1) Send us a covering letter of no more than two sides of A4 and CV via the link on our [vacancies](#) page, or to info@twotempleplace.org
- 2) Send us your CV and a short video (maximum of 3 minutes) via WeTransfer www.wetransfer.com to info@twotempleplace.org

In either means of application – letter or video – you should outline your interest in Two Temple Place's Cultural and Community programmes and how your experience makes you suitable for this role.

On receipt of your application, you will receive an Equal Opportunities form by weblink. Please fill this in to complete your application. The form helps us in monitoring how we are reaching applicants. This information is anonymously stored.

Deadline for applications 1pm on Monday 27 January 2025.

First interviews will be held in week commencing 3 February 2025 in person at Two Temple Place. We require the post-holder to be available to start by the beginning of May 2025, with the option of starting earlier.

Two Temple Place welcomes applications from the widest possible range of people and is keen to encourage interest from candidates from communities that are currently under-represented in the industry. We take this to include people from Diaspora and Global Majority and ethnically diverse, migrant or refugee, LGBTQIA+ and non-binary, neurodivergent, Disabled or health impaired, and unemployed backgrounds, those affected by homelessness, care-leavers, and those who demonstrably identify that they are from a disadvantaged socio-economic background.

We do not require applicants for this role to have a degree.

Please note that as a historic building, there is a short flight of stone steps leading up to our entrance, and wheelchair access to the building can be gained via a stair climber.