

Community & Education Manager (Maternity Cover) at Two Temple Place - Job Description

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

Job Title: Community & Education Manager (Maternity Cover)

Reporting to: Head of Culture and Community

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

Based at: Two Temple Place, London WC2R 3BD

Contract: 9 months (with the possibility of extension) for 4 days per week. Holiday entitlement is 25 days per annum pro rata to length of contract and FTE contracted (15 days at 0.8 FTE and 9 months), plus Bank Holidays. We operate a contributory Pension Scheme.

Salary: £38,000 per annum pro rata for 0.8 FTE (4 days per week). The position being covered is 4 days per week, if a full-time contract is important to the preferred candidate then this can be considered.

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 '26, The Weight of Being, which explores the profound ways in which external pressures shape artistic expression, mental health, and resilience.

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

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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 and schools.

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 more community groups, charities, schools and other educational partners throughout the year. 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 aim 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, London WC2R 3BD. The role is part time (4 days a week) and includes some evening and weekend work throughout the year. The role is a core member of the team and will also help with 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 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 activities 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

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and throughout the year, including the production of a family exhibition trail.

- Support the smooth running of events (daytime and evening events where required.)

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, creating and scheduling 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, cultural, community or educational setting.
- A proven track record of project management and programme delivery, with strong organisational skills and an 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 occasional evenings and weekends.
- Please note that we do not require applicants for this role to have a degree.

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 via email 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.

Key Dates

Application deadline: 9am, Wednesday 16th July 2025

First Interview: 23rd -25th July 2025 in person at Two Temple Place, London WC2R 3BD.

Start date: We would need the successful candidate to be available to start by, or before, the end of September 2025.

Commitment to Inclusion:

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 cultural sector.

This includes, but is not limited to, people who identify as:

- Diaspora, Global Majority, or from ethnically diverse backgrounds
- LGBTQIA+ and non-binary
- Neurodivergent
- Disabled or living with long-term health conditions
- From a low-income background
- With a lived experience of homelessness
- Care-leavers

If there are any adjustments we can make to the application or interview process to support your needs, please let us know.

Access Information

Please note that Two Temple Place is a historic building. There are 8 stone steps leading up to our entrance. Wheelchair access is available via a stair climber. If you would like to discuss access requirements further, please contact us at info@twotempleplace.org

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