



Royal African Society

Patron: H.R.H. The Duke of Cambridge
Chair: Zeinab Badawi

Organisation	Royal African Society
Title	Education Programme Manager (Africa Writes: Young Voices)
Fee	£26,775 (£175 per day)
Position	16 month fixed-term freelance contract, September 2020 – December 2021, (with school holiday breaks)
Hours	2.5 days per week (average)
Reporting to	Deputy Director
Based at	Royal African Society, Russell Square, with option for home working

Overview

The Royal African Society (RAS) is a membership organisation that provides opportunities for people to connect, celebrate and engage critically with a wide range of topics and ideas about Africa today. Through our events, publications and digital channels we share insight, instigate debate and facilitate mutual understanding between the UK and Africa. We amplify African voices and interests in academia, business, politics, the arts and education, reaching a network of more than one million people globally.

Our education & outreach programme was established in 2016 and since then we have developed a strong network of schools, teachers and cultural organisations who share our aims of improving diversity in the curriculum.

Our programme **Africa Writes: Young Voices** pairs diaspora poets with schools to deliver creative writing workshops, curated book packs, engagement with school libraries, showcase events and production of digital anthologies. Primarily delivered in secondary schools, this work has had a demonstrable impact on the knowledge, confidence and skills of both young people and teachers.

We have now secured funding to embark on an exciting new project, **Poetry in the Primary Classroom** in partnership with the Centre for Literacy in Primary Education (CLPE) and are looking for a Programme Manager to deliver this work. This is a fixed term 16-month role, related to this specific project. We are seeking funding to expand the fixed-term role a permanent position for a Programme Manager who could in due course, oversee all of our Education and Outreach work. However, this is funding dependant, and so the expansion of the role is not guaranteed.

The Role: Education Programme Manager (Africa Writes: Young Voices)

We are looking for a dynamic, innovative Programme Manager committed to enhancing cultural representation in the curriculum and improving educational outcomes for children. Based at the Royal African Society, working in partnership with CLPE, London primary schools and a group of poets, the Programme Manager will have responsibility for the delivery of this unique professional development programme for primary school teachers.



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The project

Poetry in the Primary Classroom is a new and exciting partnership project between Africa Writes: Young Voices (a Royal African Society Education & Outreach Programme) and the Centre for Literacy in Primary Education. The project aims to offer primary school teachers a rich professional development programme to enhance their enjoyment of and practice with poetry from Africa and the diaspora. Working closely with poets from our **Africa Writes** festival community, we will develop educational workshops and resources to inspire new ways of working with poetry in the primary classroom. This work seeks to enhance creativity in the classroom, increasing children's participation in the arts while shining a light on exciting work by poets from Africa and the diaspora. The project is designed to enable us to gather evidence about the specific needs of primary teachers and hone our offering to meet these. It will also enable us to develop our evaluation framework and learning about how and in what ways our interventions have an impact.

The project is primarily funded by an 'Explore and Test' grant from the **Paul Hamlyn Foundation**, under their Arts Based Learning Fund. The grants are designed to support organisations to test, pilot and evaluate new approaches, or to gather evidence for the first time about approaches that have been used before and their potential to make a difference. The program manager role is therefore not only to deliver the project, but to engage in a model of continuous evaluation, reflection, and learning in order to assess the effectiveness and suitability of our approaches to this work.

Personal Specification

We are looking for a Programme Manager to:

- Act as a central point of contact for the project, liaising effectively with all key stakeholders.
- Work collaboratively with the RAS Fundraising Manager, CLPE partners, and the Paul Hamlyn Foundation evaluation consultants to develop the evaluation methodologies and parameters for this project.
- Work collaboratively with the Learning Programmes Leaders at CLPE to develop engaging poetry workshops and learning resources for primary teachers.
- Develop relationships with participating schools and support teachers with their professional development and learning.
- Liaise with poets on the programme, supporting their professional development within schools.
- Liaise with the RAS Fundraising Manager on the budget management and evaluation of the project.
- Liaise with the Producer for Africa Writes festival for the showcase event.
- Work on the development of marketing materials for later phases of the project.
- Champion African and diaspora literature and be an ambassador for the project.



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Knowledge and experience:

- Excellent working knowledge of the school sector (ideally primary schools), either as a teacher or in arts education project management (Essential).
- Understanding of literacy curriculum and approaches to learning (Essential).
- Experience in research projects and/or understanding of evaluation methodologies (Essential).
- Experience of managing on funded projects in the public arts sector (Desirable).
- Passion for literature and sound knowledge of landscape of contemporary children's literature (Desirable).
- Interest in African literature and current debates around representation in children's literature in the UK (Desirable).

Skills and attributes

- Excellent organisational skills, with ability to successfully manage several elements of a project simultaneously.
- Ability to work to project deadlines and deliver key elements on time.
- Ability to adapt quickly and respond to changing circumstances (in the context of COVID-19).
- Excellent verbal communication skills in person and in writing.
- Excellent interpersonal skills, and the ability to liaise effectively and empathetically with a wide range of stakeholders.
- Responsible independence: ability to act on own initiative and knowing when to seek advice.
- Excellent attention to detail and budget management skills

To apply, please send a CV (max 2 pages) and covering letter (max 2 pages) outlining your suitability for the role based on the criteria outlined above to: Caitlin Pearson, Fundraising Manager at caitlin.pearson@soas.ac.uk.

We regret that due to limited resources we are unable to provide individual feedback on unsuccessful applications.

Deadline: Tuesday 30th June 2020 5pm GMT

Interview dates: 13th & 14th July 2020. The interviews are likely to take place online via videoconferencing.