



JOB DESCRIPTION

Position:	Built Environment Curriculum Manager
Reports to:	Education Director
Salary:	Commensurate with role and experience
Base:	Dumfries House Estate

About the Kings Foundation

The King's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organisation is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice.

The work of The King's Foundation is inspired by our Founder and President, His Majesty The King, and his philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments.

We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

Location

The post is based at the Head Office of the King's Foundation at the Dumfries House Estate, Cumnock, Scotland KA18 2NJ.



The Role

The Built Environment Curriculum Manager will have overarching and day-to-day responsibility for leading The King's Foundation's education-built environment initiatives, including leading on the content development, strategic vision and overseeing delivery of existing and new programmes including the nationally recognised Building Craft Programmes, Building Arts Programme, Summer Schools and All Ireland Heritage Craft Programme.

The post holder will take a strategic and operational role in the development and implementation of education activity, training programmes and public events. They will ensure all programmes link to the priorities laid out in the organisation strategic plan and ensure delivery of relevant and up to date best practice within the sector is delivered. Programmes should link to UK wide education and industry priorities. The post holder will manage evaluation approaches across the related curriculum areas and be responsible for producing a number of reports in line with funding requirements. The post holder will be responsible for managing a small team of external tutors, technical support and consultants to effectively deliver against the aims.

Drawing on the experience and knowledge of the King's Foundation and the Harmony approach in delivering education, the post holder will be responsible for assisting in the maintaining and growing a network of affiliate educational institutions, industry partners, placement providers and supporters and ensuring the delivery of high-quality education courses to students.

Key Tasks

Specific duties will include:

Curriculum

- Support the Education Director in the delivery of the King's Foundation's Education Strategy and reviewing against aims and targets annually.
- Responsible for line managing staff and tutors involved in the delivery of the relevant programmes.
- Identify opportunities to develop innovative new programmes to complement the existing education landscape both as commercial opportunities and those that match grant funding priorities in response to sector, environment and policy changes.
- Develop and manage flagship programmes and Summer Schools that fill a gap in provision and demonstrate interdisciplinary learning.
- Oversee pastoral care and progression routes for students on the course as well as maintaining alumni database.
- Work with other curriculum managers to develop opportunities for cross curricular learning.
- Manage the NVQ Certification for the Building Craft Programme with support of the Vocational Qualifications Coordinator.
- Managing the delivery of a series of Live Builds, overseeing staff tasked with the administration and day to day running of the Live Build.



Stakeholder and Funder Relationships

- Manage external stakeholders and consultants utilised in the delivery of education programmes key organisations in the heritage craft sector, such as English Heritage, Historic Scotland, QEST and other relevant built environment agencies, and with building contractors and agencies.
- Where appropriate represent the Foundation as a subject expert.

Administrative

- Maintain effective administrative systems, policies, and procedures to provide an organised and efficient structure for the delivery of programmes. These systems will include:
 1. Timetables /programming
 2. Student Recruitment
 3. Attendance records
 4. Resource management and budget planning
 5. Evaluation of programme delivery
 6. Annual and funding report content

Budget and Finance

- Alongside the Education Director, plan and manage the budget for the King's Foundation's Farming and Rural Skills education programmes.
- Set course fees where appropriate.

General

- Where appropriate represent the Foundation as a subject expert.
- Ensure facilities and resources are appropriately maintained.
- Work with other King's Foundation departments to ensure links between theory and practice are integrated with education.

It is in the nature of the work of the King's Foundation that tasks and responsibilities arise that can be unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises.

Person Specification

The essential skills, knowledge and experience required are:

- Relevant degree level qualification in Architecture, Urbanism or a related subject. Alternatively, qualification or experience within a building craft or related discipline.
- Relevant and up to date industry experience/knowledge in building craft/urbanism sector. Relevant degree level qualification in Architecture, Urbanism or a related subject. Alternatively, qualification or experience within a building craft or related discipline.



- Knowledge of the Education environment in relationship to further and higher education, as well as alternative routes into the heritage building craft sector.
- Excellent project management experience, overseeing multiple projects including experience in the running of educational and/or apprenticeship programmes and of managing staff teams.
- Experience in delivering education programmes to a variety of stakeholders.
- Excellent understanding of principles of sustainability, and how these relate to the industry and education sectors.
- Excellent network of partnerships or stakeholder relationships within the sector.
- Experience managing grant or foundation funded programmes including Heritage Lottery Funded or similar, including of the reporting and financial management requirements.
- Ability to work proactively and flexibly under pressure and to achieve set objectives.
- Strong leadership skills and demonstrable innovation in approach.
- Strong organisation skills and the ability to work with minimal supervision.
- Understanding of and support for the ethos and principles underlying The King's Foundation and Harmony Education.
- Competencies necessary for the role include strategic thinking, teamwork, performance management, budget management, working to deadlines, organisational and leadership qualities, research and writing skills and influencing skills.
- The ability to communicate efficiently and clearly in spoken and written language with people from a wide range of backgrounds
- Confident use of computers, and ability to create high quality presentations. Working knowledge of Microsoft Office software (PowerPoint, Excel and Word), Windows XP, Adobe.
- Some travel within the UK and occasionally overseas may be necessary.

Other:

- The post will be based at Dumfries House, KA18 2NJ with the requirement to travel on occasion.
- Your working hours will be 37.5 hours per week (including occasional evening and weekend working)
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure Scotland.
- Subject to satisfactory references

Applications: Please submit a completed [Application Form](#) together with a cover letter including current salary and CV (Max 2 pages) to: hr.recruitment@kings-foundation.org

Closing date for applications: March 25th 2024