

Culture Perth and Kinross

Job Profile

Job Title	Early Years Engagement Officer
Salary/Grade	£30,794.59 per annum pro rata (TAS5, SCP 5045)
Hours	18 hours per week – <i>This post includes evening and weekend working to meet the requirements of the programme and audience.</i>
Location	Perth Art Gallery, Perth
Reports to	Learning and Engagement Manager
Contract Length	12 months

Job Purpose

- To develop and deliver a high-quality and accessible programme of activities, events, partnerships and initiatives for early years children (0 to 5 years), their families, and carers in Perth Art Gallery. The role should be a champion for excellence in early years learning within the organisation and develop this audience, particularly through promotion and use of the refurbished Hands on Art learning space.

Main Accountabilities:

- Plan, organise and deliver a broad range of activities, events, and resources for an early years audience linked to best practice in museum education, early years pedagogy, and the Collection at Perth Art Gallery; with a particular focus of maximising engagement and awareness of the new Hands on Art space.
- To liaise with relevant colleagues and external organisations to identify opportunities to improve and widen early years provision at Perth Art Gallery, including developing stronger relationships with early childhood education settings and community groups who serve this audience.
- Develop a range of self-led resources and activities that can support learning and play for 0 – 5 year olds linking to the Perth Art Gallery Collections, displays, and the wider exhibitions and events programme.
- Champion free and accessible activities and initiatives for early years audiences from more disadvantaged or marginalised backgrounds.
- Source, recruit, and manage occasional freelancers to deliver in-gallery early years activities.
- Contribute to evaluation and reporting to our funders, The Gannochy Trust, on progress and outcomes of early years activity.

- More widely liaising with the CPK Public Programmes, Exhibitions, Learning, and Library Development teams to co-ordinate the delivery of a high-quality, sustainable, and cohesive events programme across the organisation and its venues
- Participate in other early years-focused projects within the organisation as required.

This job profile is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Given the public-facing nature of this role, some evening, holiday, and weekend work will be required to meet the requirements of this role.

Knowledge and Experience:

Essential

- Previous experience of managing and delivering events or engagement programmes, ideally in a cultural or community setting
- Previous experience working in a museum, gallery, cultural, or related setting.
- Experience developing and delivering activities for children aged 0-5, their families, and carers.
- Good network of early years-focused practitioners and organisations
- Knowledge of early childhood development, play theory, and education principles
- An understanding of the different barriers families face to engagement with art galleries and museums.
- Demonstrable skills in project management and evaluation
- Experience sourcing and managing freelancers
- Excellent oral and written communication skills
- Good time management and organisational skills
- Proficiency in Microsoft Office and standard office IT equipment
- Ability to work independently and as part of a team
- A commitment to equity and social justice in all its forms
- Understands and adheres to health and safety policies and procedures
- Willingness to travel to networking meetings and training events in Perth and Kinross and Scotland as required.

Desirable

- Experience working with marginalised or under-served groups
- Understanding of the educational, cultural, and socioeconomic landscape of Perth and Kinross
- Experience working on grant or externally-funded projects