



Vacancy	Learning Officer for Culture House
Salary	Starting at £34,000 with annual 10% Increase
Pension Contribution	5% per annum
Location	London
Contract Type	5-year fixed term contract (with xx months probationary period)
Reports	Operations Director
Hours	35 hours per week (Five Days a week)
Who are we?	The Anti-Tribalism Movement is a non-profit organisation committed to tackling tribalism and promoting fairer and more equitable societies. With over 14 years' experience of providing advocacy, support, and specialist services to tackle inequalities and promote fairer societies.
Culture House Background	

The Culture House (CH) is a bold new community-initiative which will make the heritage landscape of the UK more diverse and inclusive. It will tell the story of the British Somali, East African and Black communities who have put down roots in the UK over the past decades but remain on the fringes of the national cultural consciousness. The core activity of CH is to preserve tangible and intangible Somali cultural assets and present them to diverse publics, in the community's authentic voice. By doing this, it will illuminate their complex and varied experiences and their evolving multi-layered identities, exploring and revealing narratives of origin, displacement, migration, and adaptation.

CH has five components:

1. **Heritage displays and exhibitions:** Culture House has a large collection of heritage items, e.g., paintings, sculptures, traditional and contemporary household artefacts, working implements, ornaments, clothing, and books from

and about black communities and artefacts will be expertly preserved to withstand the rigours of life as display items.

2. **Resource space:** This space will hold resources on Somali heritage, eg. books, leaflets, stamps, posters depicting facets of Somali heritage and culture.
3. **Learning space:** We will offer heritage lectures, demonstrations, workshops, readings (poetry/ prose), oral history presentations etc.
4. **Archive:** Culture House has more artefacts in its collection than it can display at one time. Non-displayed items will be preserved and stored in a physical archive.
5. **Online platform:** This will help expand reach significantly and make the heritage offering accessible to a wider public across the UK and beyond, including those who cannot physically travel to us.

Job Overview

Culture House is looking for a highly motivated, creative, and dynamic individual to join our team, and help support our ambition to provide people of all ages with the opportunity to participate in high quality Somali and black culture, heritage, and arts activities in London. Culture House will offer heritage lectures/ demonstrations, workshops, readings (poetry/ prose), oral history presentations on the premises, as well as outside Culture House e.g. schools, community centres, other culture institutions, etc. Learning activities will benefit anyone seeking to understand or engage with Somali culture, including members of the public, school students and teachers, staff of public authorities.

We are seeking an individual with experience of planning and delivering cultural learning activities including exhibitions, poetry clubs, community memories projects, learning activities, educational programs, and outreach programs/ workshops. The successful candidate will have a good knowledge of a range of culture and heritage practices and techniques and be comfortable in delivering learning activities to a range of audiences. They will use their passion for Somali heritage to reach local communities with little or no previous experience of Somali heritage and create a network of beneficiaries to sustain and grow the Culture House activities. Due to the nature of the work this post requires regular evening and weekend work mostly during term time.

The Learning Officer will focus on

- Increasing knowledge of Somali/ East African culture amongst diverse audiences, by developing and delivering a range of dynamic learning activities, including community memories projects and educational programs to people of all ages in settings including schools, workshops, community centres, and other institutions.
- Engaging with schools, communities across London to create and fulfil demand for learning about Somali/ East African culture.
- Building relationships with local schools and community groups
- Planning and delivering intergenerational learning activities.
- Contribute to the development of participants' network to increase the scope and reach of the Culture House.

Keys Tasks and Responsibilities

- Work with the local community to raise awareness of Somali/ East African culture and increase participation in Culture House programmes.
- Organise, manage, and deliver classes/ workshops/ other learning activities for young people and adults of all ages and abilities, many of whom may have little or no previous experience of arts.
- Contribute to the planning and delivering of other Culture House events.
- Recruit, work with and develop a team of volunteers from the local community who will feed into future programmes.
- Coordinate and work with freelance artists to deliver our programme.
- Liaise with the Operations Director on the overall planning and delivery of learning activities.
- Develop programme of activities for community engagement
- Ensure that Culture House programmes are accessible for elderly or disabled participants.
- Liaise with the Admin and Marketing Assistant volunteer to ensure all client enquiries about learning activities are handled in a professional and timely manner.
- Work in close collaboration with culture House team to continually improve clients' experience and relationships.
- Liaise with social media and communication officers to ensure adequate, appropriate promotions for learning events.
- Represent the Culture House at local arts events and conferences, when asked to do so by management.
- Support the Operations Director with reporting requirements for the funder, Board, and other stakeholders.
- Support the Operations Director with preparation for stakeholders' meetings including preparation of documents, room bookings, hospitality and room set up.
- Be the first point of contact for all incoming enquiries through telephone and general emails.
- Managing equal opportunities monitoring for funder reporting.
- Support the Operations Director with data management compliance.
- Maintain and update Culture House digital hub.
- Attend read-throughs, sharing, preview, press and supporters' events.
- Keep up to date with productions and news in the Culture House
- Actively develop and implement green policies and practices for the Culture House
- Adhere to, and actively contribute to all Culture House policies, including Equalities (diversity, access, and equal opportunities), Child Protection Policies, Environmental and Health & Safety
- To act always in the best interest of the Culture House
- Any other duties as reasonably required.

Personal Specification

Essential

- Good knowledge of Somali/ East African culture and heritage.
- Experience of developing and delivering learning activities, ideally in the culture/ heritage sector.
- Experience of engaging diverse audiences (by age, background, profession etc) in cultural activities, particularly people who have never participated in heritage activities before.
- Experience of presenting cultural information in an interactive and engaging way to groups.
- Experience, knowledge and understanding of successful delivery of projects.
- Ability to engage with and inspire members of the local community to become interested in arts.
- Significant professional experience in managing and delivering theatre/community culture events.
- Experience and passion for community arts and culture
- Experience of working with volunteers on community projects.
- Ability to generate and follow through on ideas which will enhance the successful delivery of community projects.
- The ability to work flexibly with a busy and dynamic organisation.
- An understanding of and commitment to equal opportunities and diversity.

Desirable

- Knowledge of or experience of working in London.
- Knowledge of current Child Protection Policy / Child Performer Legislation.
- Experience of creating small film clips for social media marketing and film editing.

The Anti-Tribalism Movement is an equal opportunity with a strong commitment to diversity and inclusion. We prohibit discrimination based on race, colour, religion, sex, age, national origin, sexual orientation, gender identity, disability, or any other legally protected characteristics.

TO APPLY: Please email cover letter setting out why you are the right person for this role and CV to info@theatm.org by **26th April 2024**.