



EDUCATION AND ENGAGEMENT MANAGER

About PhotoVoice

Our vision and mission

PhotoVoice's vision is for a world in which everybody has the opportunity to represent themselves and tell their own story

Our mission is to promote the ethical use of photography for positive social change, through delivering innovative participatory photography projects. By working in partnership with organisations, communities, and individuals worldwide, we will build the skills and capacity of underrepresented or at-risk communities, creating new tools of self-advocacy and communication.

Why photography?

Photography is a highly flexible tool that crosses cultural and linguistic barriers and can be adapted to all abilities. Its power lies in its dual role as both a form of creative expression and a way to record facts. It provides an accessible way to describe realities, communicate perspectives, and raise awareness of social and global issues. Its low cost and ease of dissemination encourages sharing and increases the potential to generate dialogue and discussion.

How do we work?

Working in partnership with other charities, NGOs and community organisations, PhotoVoice designs and delivers tailor-made participatory photography, digital storytelling and self-advocacy projects for issue-affected or underrepresented groups.

Our pioneering and award winning approach brings together creative expression, media, development, campaigning and social change to deliver projects that enable voice, build skills, deliver advocacy and work towards sustainable change.

We ensure that we:

- Design and develop projects specific to communities, issues and needs, and based on engagement with them
- Promote the imagery produced from the projects utilising media, events and exhibitions
- Provide consultancy, training, materials and resources to organisations wishing to use participatory photography in their work

Where do we work?

PhotoVoice works in the UK and internationally with individuals, local communities, and partner organisations.

Job Description

PhotoVoice is seeking an Education and Engagement Manager to join its team. Based in London, the successful candidate will ensure that PhotoVoice is able to effectively deliver a new programme of work based around its training, education and engagement activities.

The Education and Engagement Manager will oversee PhotoVoice's training programme, delivering its acclaimed training curriculum multiple times over the course of the year at its offices in Whitechapel.

The successful candidate will also devise and develop talks which focus on ethical photography and related topics, as well as oversee the curation and exhibition of images from PhotoVoice's projects in its gallery space.

The role will also require engaging with educational and other outreach settings (such as schools, NGOs, commercial spaces and others) to maximise the opportunities to amplify the voices and experiences of PhotoVoice project participants.

The successful candidate will also work closely with other members of PhotoVoice's small core staff team to help ensure the success of all aspects of our work, including other projects.

International travel may be required with this role to deliver training courses to institutions and organisations overseas.

Key responsibilities

- Develop and deliver PhotoVoice's education and training programme, based in PhotoVoice's offices in Whitechapel, London
- Act as a primary point of contact for training enquiries and attendees
- Oversee and manage PhotoVoice's training website, including coordinating course attendance, content, and evaluation
- Arrange and curate exhibitions at PhotoVoice's offices in Whitechapel, London, showcasing PhotoVoice projects
- Market PhotoVoice's training courses to external websites and others
- Arrange talks and events based on ethical photography, held at PhotoVoice's offices
- Oversee the expansion of PhotoVoice's training programmes, seeking new opportunities to deliver content to new and existing partners in both the Academic and NGO sectors
- Devise, develop and deliver a school-based education programme, linking PhotoVoice's past and current projects to relevant school curricula
- Act as a liaison for PhotoVoice's supporter scheme, responding to enquiries as needed, and managing the supporter section of PhotoVoice's website
- Update and draft training materials to ensure their continued effectiveness
- Ensure PhotoVoice's training and education activities are properly evaluated

- Support the PhotoVoice team in its project activities as required
- Any other duties as required by the role

Skills and experience

- Educated to degree level or equivalent
- An understanding into the principles and practices of participatory community engagement
- A proven track record in delivering training and/or education courses in a variety of settings
- Experience of working with or in education settings, including schools
- Strong understanding of photography and photographic practices
- Commitment to the principles and values of PhotoVoice
- Experience of exhibition and/or event practices, ideally including preparing prints and liaising with printers and other relevant suppliers
- Excellent written English and communications skills
- Excellent IT and computer skills, including using CMS and image editing software
- Organisational, planning and prioritising skills, with proven ability to manage several projects simultaneously and deliver high quality work to deadlines
- Ability to travel and attend PhotoVoice activities outside of normal office hours, including occasional overseas travel

Terms of employment

- Job title: Education and Engagement Manager
- Reporting to: Chief Executive Officer
- Salary: £29,000 per annum pro rata (0.6 FTE)
- Hours: Part time, three days (22.5 hours) per week. PhotoVoice operates a flexi-time policy, with core hours set from 10.30 to 4.30, including a one hour lunch break
- The role is initially offered part time, as the education programme is a new aspect of PhotoVoice's work. If proven successful, there may be possibility of expanding the role into a full-time position
- Contract duration: 12 months with possibility of extension
- Location: PhotoVoice is based in London, but works internationally, and overseas travel for training courses may be required
- A pension is provided by PhotoVoice for all staff
- Employment is contingent on successful receipt of two references and an enhanced DBS check

How to Apply

Submit your CV and a covering letter detailing how you meet the person specification to info@photovoice.org with the subject line: 'Application for Education and Engagement Manager'

In your application, please demonstrate how you meet each point in the skills and experience criteria with demonstrable examples, ideally responding to each point in turn.

The closing date for applications is 1pm on Monday 17th June 2019. Interviews are expected to be held on Wednesday 26th June and Thursday 27th June 2019 in London.

Reasonable travel expenses will be provided to shortlisted candidates.

Please note that we are unable to provide feedback for candidates who are not shortlisted for interview.

Please note that generic covering letters will not be accepted. Please tailor your covering letter to respond to the specific points listed in the person specification in the document available to download on this page. Shortlisting will be scored on the basis of how well you match the criteria contained within, so please respond to each point.