



## Job Description

### 1. Post

<b>Post:</b>	Learning Producer		
<b>Contract:</b>	12 months fixed term contract		
<b>Hours:</b>	2.5 days per week, 18 hours per week. Some evening and weekend work required		
<b>Salary:</b>	£12,500 (£25,000 pro rata)	<b>Dates:</b> Deadline - 27th October	November 2023 - October 2024
<b>Benefits:</b>	Access to company pension scheme. 14 days paid holiday per year, including public holidays. Hybrid working outside of delivery times.		

#### About BOM

BOM (Birmingham Open Media) is an immersive technology organisation, empowering communities through immersive innovation & learning.

We create award-winning interactive experiences in VR, AR and games that have strong social purpose. And we're on a mission to diversify the immersive sector. Our inclusive learning programmes give underserved communities the skills and confidence they need to progress in the industry.

Our vision is a world where digital enables everyone to access society and thrive creatively.

Our aim is to be creators of world leading immersive experiences breaking down barriers between technology and society.

Our learning programmes will create a diverse and highly skilled creative community to overcome digital exclusion, and unleash the creative potential of disruptive minds.

## About the Role

BOM's learning programmes engage underserved children, young people and adults through accessible, high quality engagement (formal and informal education) to help people overcome barriers and progress into successful, sustainable careers in the creative digital industries.

BOM's Learning Producers are responsible for the delivery of our Children & Young People's programmes, including formal education partnerships with schools across Birmingham and the Black Country. These programmes engage learners through creative, accessible sessions with immersive technologies, enhancing curriculum and empowering children to overcome barriers and realise their creative potential.

Learning Producers also support delivery of BOM's informal education programmes, which include monthly creative coding workshops, our flagship annual Summer Camp, and other family workshops on and offsite. They are responsible for the planning, delivery, evaluation and reporting of all our learning programmes with children and young people.

As part of our highly collaborative team, the Learning Producers also work with staff responsible for engaging communities through adult skills and community outreach programmes, to align and coordinate activity.

Key responsibilities are:

- Coordination and delivery of BOM's Schools Programmes (this role has a focus on SEND specialist schools, working with SEND children and young people)
- Adapting content for learners with additional needs, ensuring accessibility throughout engagement
- Ensuring safeguarding procedures are upheld at all times
- Supporting BOM's wider learning programmes including Summer Camp, CoderDojo and 'Pop Up' events offsite
- Supporting fundraising and evaluation for learning programmes

## 2. Supervisory responsibilities/position in structure

<b>Responsible to:</b>	Reports to the Head of Learning and Inclusion
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### 3. Duties & Responsibilities

Main responsibilities include:

- Coordination and delivery of allocated learning projects, including liaising with schools, creating lesson plans, purchasing materials, sourcing, contracting and coordinating freelance practitioners as required
- Adapting workshop content and plans to accommodate the needs of SEND, Black, and other minoritized groups, identifying and removing barriers to engagement where possible
- Supporting delivery of wider Learning and Inclusion programmes for instance Powering Up, Summer Camp, Immersive Arts Bootcamp
- Contributing to learning programme funding applications
- Managing (setting, tracking and reporting on) budgets for learning programmes
- Hosting pre-workshop tours of BOM's space as required to suit children and young people's access needs and preparing them to take part in activity
- Creating risk assessments and following best practice with safeguarding in accordance with BOM's Safeguarding Policy
- Working with technical staff to ensure all software and hardware used in sessions is kept up to date and equipment is purchased to facilitate sessions
- Creating evaluation forms, capturing and reporting impact to funders
- Engaging with other relevant learning organisations across the West Midlands to keep up to date with school policies and principles
- Collaborating with the Community Manager in the outreach and beta testing of immersive projects with children and young people
- Maintaining effective communication with the BOM team, programme partners and stakeholders to ensure smooth delivery
- Providing regular updates to the Head of Learning and Inclusion
- Gaining image permissions and documenting activity through photographs and videos, ensuring activity is promoted across BOM's website and social media. Contracting professional photographers / videographers when required
- Striving for continuous improvement, actively questioning and challenging the effectiveness of the role and activity delivered to identify further improvements

#### 4. Requirements to carry out job

Essential or desirable indicated against each requirement	E	D
Person Specification		
Experience working with children and young people	E	
Experience of working with special educational needs / neurodivergent people	E	
A passion for learning and willingness to update and extend digital skill sets	E	
A keen interest in creative technology	E	
Excellent project management skills, including planning and managing budgets	E	
Experience of working with freelancers	E	
Strong written & verbal communication skills – ability to communicate effectively with schools, participants with differing access needs, BOM staff, freelancers and external partners as well as with the public	E	
Ability to think creatively	E	
Ability to solve problems and work under own initiative	E	
The ability to work under pressure and prioritise a varied workload	E	
Familiarity with simple coding programmes like Scratch		D
Excellent organisational skills	E	
Commitment to inspire others about the work of BOM	E	

#### Application deadline: 12pm, 27th October 2023

Interviews: 6th November 2023

To apply, please send your CV and cover letter (no more than 2 pages) to [Adanna@bom.org.uk](mailto:Adanna@bom.org.uk).

We particularly welcome applications from those from minority backgrounds. Should you wish to apply in a different format for access reasons, please share a link to your application in your preferred application format or contact [Adanna@bom.org.uk](mailto:Adanna@bom.org.uk) who will be happy to answer any questions.