



## Job description

Job title	Learning Coordinator
Department	Learning
Contract	Permanent
Salary	£18,916 per annum (FTE of £31,527)
Hours	Part-time, 21.6 hours per week
Location	Millbank and Bankside
Reporting to	Senior Programme Manager

## Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes the national collection of British art from the 16th century to the present day, and international modern and contemporary art from 1900 to the present day, spanning all continents. We seek to expand access to the collection and deepen understanding of art in all its diversity.

Tate is a leading global institution, and we influence critical thinking about art practice. Tate is committed to maintaining free entry for audiences to our collections. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and develop their own creative potential.

We want to welcome audiences that better reflect the towns and cities in our nation and attract a diverse international public. Our reach is already powerful. We intend to increase its impact across society, with art that resonates around the world.

Everyone who works at Tate has a role to play in achieving these goals. We offer exciting work built around our love for art, and have a strong commitment to equality, diversity and inclusion, with the aim to have our workforce and audience as diverse as the communities we serve. And everything we do is only possible thanks to our fantastic colleagues, who really know their stuff, support each other and want to do the best for our audiences.

We hope you will consider joining our team.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk).

## About the role

In this role you will provide comprehensive diary, meetings and administrative support to the Head of Learning and Head of Programme & Planning, Learning. Working closely with both roles, the wider Learning Senior Management team, and building strong networks across Tate, you will support the Learning leadership with excellent communication, meeting coordination and managing external networks and partners.

## About your team

Learning is a department of 40 colleagues who create opportunities for people of all backgrounds and ages to engage with art in a range of ways, to be inspired, to play, build knowledge, ideas, and skills.

We do this through a wide array of creative learning events, resources, and collaborative projects in gallery at Tate Modern, Tate Britain, and online.

We work in close collaboration with colleagues across Tate including Curatorial, Visitor Experience, and Digital teams, and with a broad range of artists, creative practitioners and partner organisations.

We believe that everyone has the right to experience and engage with art. We work to represent the diversity of the communities we are part of in all that we create, and to embed practices of equity, inclusion, and care in everything we do.

Teams within Learning include Early Years & Families, Schools & Teachers, Public Practice and the Central team who work together to develop a year-round programme of events and activities for audiences.

This role sits in the Central team. Working closely with all Learning teams, the Central team made up of colleagues who manage the operational, production and admin systems that support the whole department to plan and deliver, report and communicate work effectively within Learning, across Tate and with our key partners. We also oversee Learning's Communities and Partnerships work.

## What you will gain

Motivated, and skilled people are key to our continued success, and we want everyone at Tate to have the opportunity to develop and thrive. In this team, you will be encouraged to contribute your ideas, realise your potential, and learn new skills and knowledge.

## What you will do (Main Duties and Responsibilities)

### What you will do

- Manage diaries for Head of Learning and Head of Programme & Planning including coordinating internal and external multi stakeholder meetings, scheduling calls and online meetings, and preparing relevant briefing materials
- Manage incoming calls, emails and invitations efficiently, passing on, prioritising and responding to incoming communication

- Offer a well-informed first point of contact for the Learning leadership team providing information and advice to internal and external stakeholders ensuring matters are handled sensitively and in a timely manner and cascading information to team members as necessary
- Respond to all queries in a professional, diplomatic and efficient manner
- Undertake meetings management including managing invites, booking rooms, setting up AV, providing key documents, maintaining an action tracker, and ensuring prompt follow up
- Support the coordination and management of key meetings including Learning Senior Management Team, Learning departmental meetings and All Site Forum with colleagues at Tate St Ives and Tate Liverpool including meeting notes and following up as required
- Make purchases, raise Purchase Orders, reconcile monthly credit card statements, compile, and process expenses claims for Head of Learning
- Support the management of Head of Learning and Head of Programme & Planning's contacts and networks, ensuring the Relationship Management System database is up to date, and managing the event nominations process
- Process invitations for keynotes, conferences, and other external engagements, including organising any related national and international travel and accommodation coordinating travel itineraries' and securing visas.
- Work with Heads to establish and embed regular departmental communications, including co-ordinating regular email updates and supporting departmental meetings
- Oversight, coordination and maintenance of key Learning information documents / presentations to support internal and external communication of Learning strategic work.
- Attend key cross-departmental meetings to represent Learning, take notes and feedback as required
- Build a strong collegiate network across Tate, facilitating collaborative working across Tate overall

## **What you will bring to the team**

- Substantial relevant diary management experience at senior manager level in a large or complex organization
- Experience of meetings management, taking effective notes, managing communication with a range of colleagues, multiple external stakeholders and following up with actions as needed
- Strong organisational skills – the ability to prioritize a varied workload and work accurately under pressure to meet deadlines
- Effective interpersonal skills – the ability to communicate effectively and firmly with a wide range of people at all levels inside or outside Tate
- Experience in collating and synthesizing information across a range and sources to contribute to documents, reports and presentations for a range of audiences.
- Excellent administrative skills - the ability to manage and maintain filing systems, filter and provide information organize meetings and manage diaries
- Excellent written and verbal communication skills with experience of conveying information clearly and concisely in a way that is accessible to different audiences.

- Experience of working in an environment handling confidential information and requiring a high level of discretion and political awareness, using tact and diplomacy when necessary.
- Excellent budget management, financial processing and numerical skills with close attention to detail, with experience of using financial software and Excel.
- A flexible and proactive approach and ability to use initiative, work independently, anticipate issues, and find effective solutions.
- Fast and accurate word-processing skills and the ability to effectively use Word, Excel, Outlook, PowerPoint, databases, and internet applications.
- Good team working skills – the ability to establish effective and mutually supporting working relationships with other departments or outside Tate
- Ability to work collaboratively with a diverse range of colleagues and treat all colleagues with dignity and respect.
- A proactive approach to promoting the principles of equality and diversity and inclusion.
- An interest and commitment to the work of Tate.

The requirements listed here are guidelines, not hard and fast rules. You don't have to satisfy every requirement and we welcome candidates who bring transferable skills. Applying gives you the opportunity to be considered.

## Tate for all Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

## Our Values

- **Open:** we're welcoming, generous-spirited and inquisitive, with an open-source attitude that thrives on collaboration.
- **Bold:** we have the courage of our convictions, we're willing to take imaginative risks: we aren't afraid of failure - so long as we learn from it.
- **Rigorous:** we'll win people's trust if we're accountable for our actions and excellence underpins everything we do.
- **Kind:** we value and respect each other, our partners, and our visitors, striving to make every encounter memorable and enriching.

## Benefits

- Birthdays off each year
- 25 days leave per year, rising to 27 (pro rata for part time colleagues).
- A pension scheme with generous employer contributions.
- Life Assurance and Income Protection for DC scheme members.
- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.
- Free access to other galleries and museums abroad through the International Council of Museums (ICOM) membership

## Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

## How to apply

Our opportunities are open for you to apply online. Please visit:

[www.tate.org.uk/about/workingattate/](http://www.tate.org.uk/about/workingattate/) to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is 9 June 2025 by midnight.

Where vacancies attract large volumes of applicants, we reserve the right to close this vacancy early. Therefore, if you are interested, please try to submit your application as early as possible.

