

JOB DESCRIPTION

JOB TITLE:	Head of Learning (Maternity Cover)
REPORTS TO:	Deputy Director
DIRECT REPORTS:	Schools Programmer Families & Communities Programmer Learning Programmes Assistant
DATE PREPARED:	October 2025

1 JOB PURPOSE

The Head of Learning (Maternity Cover) provides strategic leadership to the Learning Team and ensures the delivery of an ambitious, effective, deliverable and financially sustainable programme that engages a range of diverse audiences and consistently builds public participation..

You will oversee the development of our 2026 & 2027 learning programme content, devised to connect local communities with our work and enhance how people experience, engage with and learn from the art we exhibit.

2 KEY RESPONSIBILITIES AND RESULTS

- Oversee the research, development, co-ordination and delivery of a cohesive, financially sustainable, popular and critically acclaimed learning programme.
- Work with the Deputy Director to widen the diversity of our audiences, ensuring detailed research, evaluation and fully-costed financial assessment always underpins the successful delivery of each project.
- Ensure the programme closely addresses our stakeholder priorities, including those of Wakefield Council and Arts Council England, and responds to audience research and need in the District to increase participation, particularly from local audiences.
- Provide effective and inspiring line management, leadership and staff development to the Learning Team.

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- Be a key member of SMT contributing ideas to future strategy.
- Work closely with the Development team to help identify new sources of income and contribute to funding applications to ensure they are compelling and convincing. Help build relationships with new and existing stakeholders and gallery supporters and ensure necessary reporting to funders is completed in a timely fashion.
- Work with the Deputy Director and the Director of Finance & Operations to embed an entrepreneurial approach to increasing commercial income from the learning programme.
- With support from the Director of Finance & Operations, effectively manage, control and audit the budget allocated to the department, ensuring that best value is achieved at all times.
- Maintain a range of local and national professional networks with artists, gallery educators, education professionals, funders and other institutions to develop working relationships beneficial to The Hepworth Wakefield and its audience, and regularly benchmark our programme.
- Maintain a range of local professional networks with schools, education authorities, community groups, non-formal learning providers, colleges and universities to develop working relationships beneficial to The Hepworth Wakefield and its audience.
- Represent The Hepworth Wakefield as a leading art gallery in the sector and advocate regularly in an effective way for the programme to key stakeholders such as elected members of the Council and community leaders, contributing to our public profile and developing participation.
- Work closely with the Communications team to raise the profile of the learning programme with a range of audiences, and ensure the learning programme is actively promoted across our online platforms.
- Play a key role in liaising with Yorkshire Sculpture International to devise fundable and sustainable learning programmes that support the partnership objectives.
- Be responsible for safeguarding and its reporting, supporting other teams to consider safeguarding in their work and carrying out internal training as required.

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- Lead on the delivery of access & inclusion learning commitments and advocate for accessibility across the programme and gallery, including contributing to the in-gallery interpretation process.
- Ensure accurate and timely reporting on learning KPIs, both internally and externally.
- Undertake any other duties as reasonably required by the Deputy Director.

3 ADDITIONAL INFORMATION

We are committed to improving diversity and tackling systemic racism within our organisation and we expect all our employees to share this commitment and help us to achieve these goals.

All staff must carry out all duties in accordance with our policies and procedures.

4 KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

E – Essential D – Desirable

KNOWLEDGE

Good working knowledge of the artworld	E
Financial management, including budgeting and financial control processes	E
Strong knowledge of museum, art gallery or cultural-sector learning agendas and arts education in formal and informal settings for children, young people and adults	E
Knowledge of digital platforms	D

SKILLS

Able to think strategically and contribute to the development of strategic plans and policies	E
An excellent communicator able to communicate strategic and operational direction to senior stakeholders and staff at all levels	E
Ability to assess impact and ROI on projects against business plan priorities	E
A collaborative and team-based approach to working	E
A flexible approach to work	E
A strong people-focused approach	E
Energetic attitude with a commitment to inspiring others	E

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Demonstrates an understanding of and commitment to the role that diversity and inclusion play in the activities of The Hepworth Wakefield as a whole, and in the work of this particular role	E
Target-driven and highly audience focused	E
A pragmatic problem solver who is always calm under pressure	E

EXPERIENCE

Experience of leading on a wide range of learning and engagement research and activity for diverse and broad audiences	E
Experience of working closely with artists to realise projects	E
Experience of successful fundraising for a programme	E
Experience at a senior level within the museum, arts, cultural, heritage or education sector	D
Experience of leading learning projects and a demonstrable awareness of potential and relevant issues for collaborative working	E
Experience of initiating and developing successful and sustainable partnerships and collaborations	E
Experience of leading on safeguarding within an organisation	E
Proven management experience with the ability to lead and motivate and develop staff	E
A good first degree and/or post-graduate qualification in a relevant subject area or equivalent experience	E

5 BASIC TERMS AND CONDITIONS

- The salary offered for this position is £38,000 per annum pro rata.
- This is a fixed-term position covering a period of maternity leave, expected to last 12 months.
- Part-time, 30 hours per week across four days.
- Hybrid working arrangements are available, balancing homeworking with office days.
- There may be an occasional requirement to work evenings and weekends, for which TOIL will be granted.
- Probationary period of 6 months.
- Notice period 1 week during probation.
- The place of work is The Hepworth Wakefield, Gallery Walk, Wakefield, WF1 5AW.
- 25 days annual leave per annum plus bank holidays (pro rata), rising by a day each year of service up to a maximum of 28 days. The leave year runs from 1 April to 31 March.

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- New employees meeting the criteria will be auto-enrolled into a pension scheme run by Royal London, including an employer contribution of up to 6%.
- Enhanced maternity, paternity and adoption entitlements.
- Enhanced sick pay entitlements.
- Employee Assistance Programme offering confidential support services.
- Free eye tests run by Specsavers.
- Staff discount in the shop and café.

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