

# Job Information Pack

Job title: Imagination Research Hub Manager

Team: Experience and Learning

Location: London Spitalfields E1/Vauxhall SE1

Reference: EL1905



## Imagination Research Hub Manager Job Ad

**£22,800 (FTE £38,000)**

**12-month contract with view to extend**

**21 hours per week (equivalent to three days)**

**Spitalfields and Lambeth**

From the first mark on a cave wall to the first footsteps on the Moon, our greatest developments have begun with leaps of someone's imagination.

The Institute of Imagination (iOi) is creating a new kind of space for imaginations to grow. A world-class cultural destination in London that puts children at its heart. And a place for families to make, play, create and explore together.

An inspirational and diverse Board of Trustees and Champions who support us. We are now looking for an experienced researcher with evaluation skills to join us as Imagination Research Hub Manager.

### Could it be you?

You will be part of a growing and ambitious team and will be joining at an exciting time as we work towards finalising the site for the iOi campus and the beginning of our research and development of the iOi Research Hub.

The focus of your role will be on the development of a global action research and development hub. Our Experience and Learning programme provides environments and projects to test and iterate thinking for the iOi Campus. With support from the Paul Hamlyn Foundation we wish to bring in additional resource to help build partnerships and enable research to become a central part of the organisation. We wish to formalise our own evaluation practices and deepen our impact while strengthening our understanding of our audiences and communities.

If you are an experienced researcher who has previously worked in learning and education programmes in cultural organisations or education services, with a passion for the mission of iOi and for the inclusion of hard to reach audiences, then we want to hear from you.

The role will be based at both Second Home (Spitalfields) and the Imagination Lab (Lambeth). They will be managed by the Director of Experience and Learning. We operate flexi-time with flexible start and end times with core office hours between 10am - 4:30pm. Example days could be 9:30am - 5:30pm or 10am - 6pm. This position sits within iOi Pay Scales at Career 3 where the salary band is £30-40,000.

To enquire about the role please contact Kathryn Wilson, Team Operations Manager on 0207 494 9153 and to apply, please send your

completed application form and optional equality monitoring form to Kathryn by **09:00, Monday 13 June 2019**.

kathryn.wilson@ioi.london  
020 7494 9153  
Institute of Imagination  
Second Home, 68 Hanbury Street, London, E1 5JL

## **Institute of Imagination Lab Research Hub Manager**

### **Context and background**

Every child is born with the capability to imagine – bursting with curiosity, wonder and an unquenchable thirst for knowledge. But children today have less time and space than ever to flex their imaginations.

The Institute of Imagination (iOi) is creating a new kind of space for imaginations to grow. A world-class cultural destination in London that puts children at its heart. And a place for families to make, play, create and explore together.

To bring the Institute of Imagination to life, we're working with experts, teachers, parents and – most important of all – children. All united by the belief that imagination matters.

Our current focus is on delivering our Imagination Lab programmes – outreach activities in schools, communities and from our Imagination Lab in Lambeth, a 3,000 sq ft inspirational learning environment, – in addition to our primary goal of securing a prime site for the iOi campus and research hub.

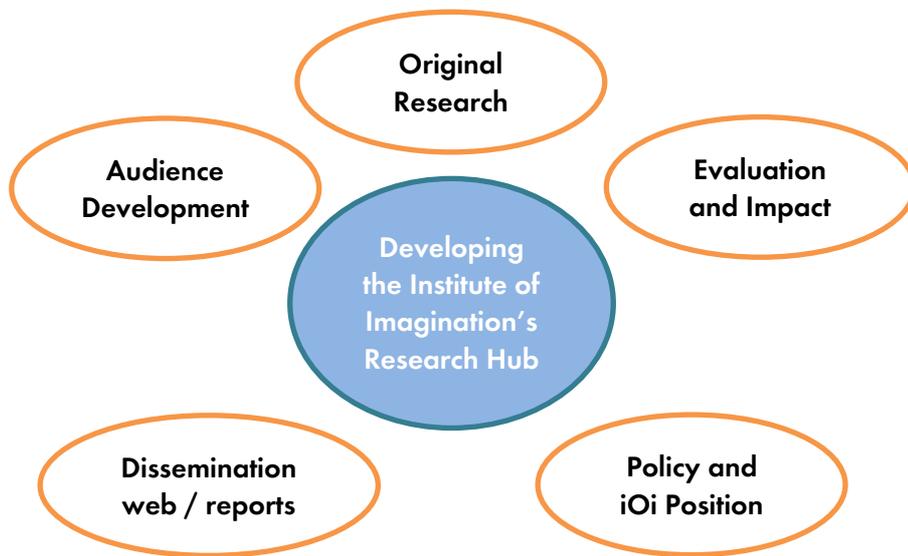
We have a strong core team (see <http://www.ioi.london/people-category/delivery-team/> for details) and are now seeking to begin the development of the iOi Research Hub – part of our Imagination Lab ecosystem.

### **What is the iOi Research Hub?**

The iOi Research Hub will become a physical part of the iOi Campus, but this role will kickstart the development of that space and define the strategy for this research. We envision that the characteristics of iOi research will be:

- to reinforce the USP of iOi by helping to articulate the distinctiveness and potential of its core mission and its impact;
- to confer a position of thought leadership on the organisation, through the relevance and global significance of new studies focused on imagination and its associated skills;

- to be a focal point for new partnerships, connecting the organisation to key players in the sector and creating a meaningful purpose for such connections;
- to stake out intellectual and conceptual terrain: this will be the landscape within which iOi will operate. Research describes, clarifies and brings coherence to this particular sphere of interest, making findings easier to communicate and allowing greater alignment of learning and experience with appropriate audiences.



### **Job purpose – why do we need you?**

- Lead on the development of the iOi Research Hub strategy.
- Evaluate the impact of current Imagination Lab programmes.
- Support on the development of our audience strategy.
- Support Experience and Learning and Development teams to report to funders.
- Create and maintain partnerships with other organisations – both commercial and not-for-profit and focusing on research and commercial work.

### **Key internal relationships – who will you be working with in iOi?**

- Reports to the Director of Experience and Learning
- Liaison with the SLT (Chief Executive, Director of Experience and Learning, Director of Development and Director of Finance and Enterprise).
- Work closely with other team members (Imagination Lab Manager, Development Managers, Head of Marketing and Communications and Team Operations Manager and Team Operations Assistant).

### **Key external relationships – who will you be working with outside iOi?**

- Our programme audiences, including the general public.
- Schools and community groups.
- Funders such trusts and foundations as well as corporate sponsors.

- Partners working in disciplines including EdTech, arts performance and Micro Manufacturing.

### **Main responsibilities - what will you do day to day?**

1. Oversee the iOi's evaluation, impact and research agenda across current experience and learning programmes and develop a model for the iOi Campus with the senior leadership team.
2. Lead on the development of iOi's pedagogical learning framework beginning with our work within the Imagination Lab Programme and building toward our iOi Campus.
3. Review iOi's current evaluation frameworks and data collection models to provide consistency to our impact and reporting.
4. Engage in current and new research and evaluation partnerships including our work with Kings College London and with our independent evaluators working on our Lambeth Sparks Programme and our Cultural Residency Programme.
5. Develop new partnerships with academic institutions researching themes relevant to iOi's programmes and strategic outlook.
6. Support on the development of our audience strategy including commercial audiences through to those for which the experience is accessible to access.
7. Develop a strategy for accessibility programmes and schemes, deepening iOi's understanding of how to work with and reach audiences that are normally attracted to cultural spaces or experience programmes similar to iOi's offer.
8. Introduce an ethics framework across our audiences to ensure our evaluation and research is conducted to the highest ethical level.
9. Contribute to our Imagination Matters Campaign with written articles and content, evidence and reports sourced externally.
10. Report to our funders, primarily The Paul Hamlyn Foundation.

### **Person specification – what are we looking for?**

- Good experience of working on a number of research techniques including action research, desk-based literature and horizon scanning.
- Strong analysis, qualitative and quantitative skills.
- Excellent written, verbal and communication skills.
- Previous experience of working in the cultural or education sectors.
- A natural collaborator with a history of working with multiple stakeholders and audiences including those highlighted as hard to reach.
- Self-starter, willing to take the lead on shaping and developing the role and the wider project to develop a research hub.

## Application process – how do you apply?

Candidates should complete an application form and optional equality monitoring form and send to [kathryn.wilson@ioi.london](mailto:kathryn.wilson@ioi.london).

Closing date: 09:00, Wednesday 5 June 2019

Interviews: Friday 14 June 2019

For more details about the Institute of imagination, please visit [www.ioi.london](http://www.ioi.london).

## Terms and conditions of employment

- £22,800 (FTE £38,000)
- 21 hours per week
- Fixed 12-month contract
- To be based at both Second Home and Imagination Lab
- Annual leave entitlement: 17 working days per annum (FTE 28 days)
- Workplace Pension Scheme provided by Legal and General, 5% employee contribution and a 3% employer contribution
- Membership to [Second Home](#) (includes a programme of free talks and events, networking, activities including sports and wellness and Friday drinks)
- [Charlie HR](#) perks (shopping and entertainment discounts)

