



## **JOB DESCRIPTION**

<b>Position:</b>	Maternity Cover Lead Tutor - Future Textiles (9-months)
<b>Reports to:</b>	Education Director
<b>Salary:</b>	£32,000 (dependent on experience)
<b>Location:</b>	Dumfries House Estate, Cumnock

### **The King's Foundation**

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places, and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalize communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

### **The Role:**

The Lead Tutor will coordinate the Future Textiles Atelier delivery and develop/teach a curriculum of programmes. They will lead and assist on the development and implementation of secondary school workshops, short courses, accredited courses and Textiles related activity and events. There will be teaching included in the role and a specialism in sewing is essential. Building on our growing network of schools and community alongside liaising with our current network



will be an important aspect of the role, whilst delivering programmes that reflects the ethos of The King's Foundation.

Alongside leading the Atelier, the lead tutor will assist when required the Future Textiles Curriculum Manager with overarching responsibilities for leading The King's Foundation's Future Textiles education initiatives, including assisting with content development, strategic vision and overseeing delivery of existing programmes. They will assist with creating and delivering relevant day and multi-day programmes that demonstrate the connection between the skills required to produce fashion and textile items and the connection to sustainable and regenerative practices to help reduce overconsumption and drive an ethical fashion industry.

The post holder will work with the Curriculum Manager when required to convene industry and education events to ensure relevance of the programme as well as demonstrate best practice.

The post holder will take an operational role in the development and implementation of education activity, training programmes and public events. They will ensure all programmes link to the priorities laid out in the organisation strategic plan. The post holder will help with managing evaluation approaches across the related programme areas and share the responsibility for producing reports in line with funding requirements.

The post holder will be an enthusiastic individual, knowledgeable about best practice in the subject area and be able to educate learners at different stages while coordinating activities with a small teaching team.

Drawing on the experience and knowledge of the King's Foundation and the Harmony approach in delivering education, the post holder will be responsible for assisting in the maintaining and growing a network of affiliate educational institutions, industry partners, placement providers and supporters and ensuring the delivery of high-quality education courses to students.

### **Key Tasks**

Specific Duties will include assisting the Curriculum Manager with the smooth running of the Future Textiles initiative and deputising for them when appropriate.

### **Delivery**

- Support the Future Textiles Manager and Director of Education in developing a core team of full and part-time staff along with consultant tutors to meet the needs of the various programmes.
- Liaise with Future Textiles Manager to ensure programme content is in line with the aims and vision of the curriculum area.
- Teach sewing skills and other textile disciplines to different age groups and abilities.
- Develop courses from concept to realisation in an organised and creative manner, in consultation with the Future Textiles Manager.
- Oversee and maintain tutor communication, oversee the quality of the educational content and timetable delivery.

- Work with wider curriculum team to develop and deliver interdisciplinary courses and events
- Maintain resources and equipment in line with delivery needs and ensure accurate records are maintained.
- Generate Risk Assessments in line with delivery and ensure health and safety procedures are followed.
- Assist in the delivery of vocational accredited courses and support with Internal Verification activity.
- Support the Education Director in the delivery of the King's Foundation's education strategy and reviewing against aims and targets annually.
- Identify opportunities to develop innovative new programmes to complement the existing education landscape both as commercial opportunities and those that match organisational priorities in response to sector, environment and policy changes.

### **Stakeholder and Funder Relationships**

- Maintain relationships with external stakeholders and consultants utilised in the delivery of education programmes and maintain relationships with collaborating organisations, industry and education sectors.

### **Administrative**

- Assist with the maintenance of effective administrative systems, policies, and procedures to provide an organised and efficient structure for the delivery of programmes. These will include:
  - Timetables /programming
  - Student Recruitment
  - Attendance records
  - Ordering of materials
  - Facilities and resource management and budget planning
  - Evaluation of programme delivery
  - Annual and funding report content

### **Budget and Finance**

- Alongside the Curriculum Manager, plan and manage the budget for the King's Foundation's curriculum specific education programmes.
- Assist with setting course fees and programme budgets where appropriate.

### **General**

- Where appropriate represent the Foundation as a subject expert.
- Work with other King's Foundation departments to ensure links between theory and practice are integrated with education.

It is in the nature of the work of the King's Foundation that tasks and responsibilities arise that can be unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises.

## Person Specification

### The essential skills, knowledge and experience required are:

- Excellent educator and communicator able to make and improve the connection between the practical process and theory. Experience of working in an educational setting with different ages and abilities.
- A BA in Fashion Design, Technology or Textiles or associated subject with an expertise in industrial sewing and manufacturing techniques.
- At least 3 years' experience in a crafts /arts organisation in an assistant manager or coordinator role.
- A passion and interest in the development of textiles skills with specific knowledge and interest in construction, embroidery, weaving and eco-dying techniques and processes.
- Highly proficient IT skills including Word, Excel, PowerPoint and database management.
- An interest in sustainable practice in the fashion industry
- Excellent knowledge of current and future trends in sustainable and regenerative fashion and textile approaches.
- Understanding UK wide policy and skills landscape linked to fashion and textile industry needs.
- Prior experience educating and engaging with young people or community groups.
- Able to develop and implement learning resources linked into curriculum themes.
- Experience in managing multiple projects with both internal and external stakeholders.

### Personal Qualities:

- Strong interpersonal skills, communication and presentation skills, organisation skills.
- Ability to work proactively and flexibly to achieve set objectives.
- The ability to work well within a team, maintaining positive relationships with the wider education staff.
- Ability to create high quality presentations/visual aids. Working knowledge of Microsoft Office software (e.g., PowerPoint, Excel and Word), Windows, Adobe.

Please note due to the location of the site it would be advantageous to have a clean driving licence and access to a vehicle.

### Other:

- The post will be based at Dumfries House, Cumnock, KA18 2NJ with the requirement to travel on occasion.
- Your working hours will be 37.5 hours per week, Monday-Friday.
- This is a fixed-term temporary position for a period of 9-months.
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure Scotland.

**Applications:** Please submit a cover letter and one page CV to Gordon Watson, email address: - [hr.recruitment@kings-foundation.org](mailto:hr.recruitment@kings-foundation.org) and request an application form.

**Closing date for applications: Friday 23<sup>rd</sup> January 2026 and Interviews will take place on Thursday 12<sup>th</sup> February 2026.**