



## JOB DESCRIPTION

<b>Position:</b>	Programme Manager: Decorative Metiers d'Art in Watchmaking
<b>Reports to:</b>	Senior Director for Education
<b>Salary:</b>	£35,500 per annum
<b>Location:</b>	Dumfries House, 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 revitalise 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 King's Foundation is seeking an experienced and highly skilled Programme Manager to lead a new addition to our suit of craft programmes - **Decorative Metiers d'Art in Watchmaking** is a fully funded, postgraduate level training, developed in partnership with Cartier.



Based at the Dumfries House Estate in East Ayrshire, this immersive programme will prepare recent graduates to enter the workplace with high level skills, industry insight and/or elevate the skills of an early career jeweller, or decorative watchmaker.

The post holder will take an operational role in the development and delivery of an industry-led, studio-based curriculum. They will lead workshops, teaching specialist techniques with a specific focus on enamelling. The Programme Manager will take an active role in leading the cohort successfully through the programme.

Working alongside a small team of visiting tutors and industry experts, the Programme Manager will ensure exceptional technical training, the fostering of excellence and professionalism whilst embedding high level skills within the cohort's practice.

The Programme Manager will support a small cohort of 6 learners from diverse backgrounds to develop professional-level technical ability, creative confidence, and industry awareness, ensuring the programme reflects best practice in the jewellery and decorative arts sector. They will also contribute to planning, curriculum development, and industry engagement, to ensure the programme remains relevant, innovative, and impactful.

## **Key Tasks**

Specific Duties will include:

- Deliver high-quality technical tuition in specialist craftsmanship of decorative watchmaking including enamel work, along with additional development in creative artisanal processes.
- Support students in developing confidence with industrial equipment and decorative watch making to a luxury standard.
- Embed broader learning themes such as sustainable practice, working with the principles of harmony, and preserving craft heritage through traditional techniques, delivered through tutorials, critiques, and peer-led reviews that promote collaborative and reflective learning.
- Guide and mentor students during self-directed sessions, helping them develop time management, self-evaluation, and the ability to meet programme expectations, while assisting in preparations for guest tutor visits, project briefs, and final project outcomes.

## **Key Responsibilities – Programme Delivery**

- Contribute to the planning, delivery, and coordination of timetabled workshops, studio activities and exhibitions.
- Ensure all workshop activity aligns with the ethos of The King's Foundation and the values craftsmanship, and excellence.
- Manage partners and representatives to support the development of new content and delivery.
- Maintain a safe and inspiring learning environment and ensure all necessary materials, tools and resources are well managed.
- Lead on recruitment, pastoral care and post course progression processes.



- Administration tasks include writing programme reports, collating data in line with reporting requirements and developing appropriate risk assessments.
- Plan and adhere to the annual budget for tutors and resources.

## Person Specification

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

- Degree-level qualification in jewellery design / manufacturing / silversmithing / applied arts, or a related subject, or equivalent, up-to-date industry experience in the jewellery sector with a specialist understanding of enamel techniques and processes.
- Strong knowledge of the education and training landscape, including, Further/Higher Education, and alternative pathways into jewellery careers.
- Proven project management skills, with experience overseeing multiple creative projects, delivering educational or apprenticeship programmes, and managing staff or freelance teams.
- In-depth understanding of the luxury jewellery and watch sector.
- Established and maintain a professional network within the jewellery / silversmithing industries.
- Understanding of and support for the ethos and principles underlying The King's Foundation and Harmony Education.
- Ability to perform under pressure, adapt to shifting priorities, and consistently deliver high quality outcomes.
- Requirement to travel within the UK, and occasionally abroad (Geneva)
- Confident, innovative leader with excellent organisational skills and the ability to work independently.

### 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 (which will include occasional evening and weekend working as required to meet the needs of the centre).
- 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 CV (please note one A4 page maximum each for CV and letter) 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 29<sup>th</sup> of May 2026 at 5pm.**

**In person interviews at Dumfries House Estate – 24<sup>th</sup> and 25<sup>th</sup> of June 2026**