



INVESTING IN THE FUTURE OF CRAFT

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JOB TITLE

Education and Partnerships Manager

ABOUT QEST

QEST transforms the careers of talented and aspiring makers by funding their training and education, creating pathways to excellence and strengthening the future of the UK's craft sector.

To date, the Charity has granted £7.4 million to almost 900 craftspeople working across the UK in 130 craft disciplines. From guitar making to woodturning, thatching to enamelling, QEST embraces craft in all its many forms and are proud to contribute towards its evolving tradition. Through key partnership programmes, the Charity also inspires the next generation to explore craft and making careers.

QEST was founded by the Royal Warrant Holders Association in 1990 to celebrate the 90th birthday of HM Queen Elizabeth, The Queen Mother. HM The King is the Charity's Patron.

Education, Young People and Diversity

Over the last three years, QEST has developed an exciting range of partnership programmes focused on creating equitable pathways into craft careers. [View More](#).

This partnership work is supported by our Youth Board and EDI Champions who act as critical friends and change makers, helping us to deliver impactful projects like our [Craft Your Future webpage](#) for 16–25-year-olds.

MAIN PURPOSE OF THE ROLE

The Education and Partnerships Manager will have responsibility for maintaining the partnership programmes and ensuring they deliver impact in key areas. They will have the opportunity to influence the development of the programmes; as well as establish new initiatives to expand our existing relationships and national presence, increasing the diversity of QEST's networks and widening engagement with young people and those from under-represented communities.

KEY TASKS AND RESPONSIBILITIES

This role will include (but not limited to):

- Co-ordinating the national programme with QEST's programme partners
- Researching and identifying other opportunities to inspire, engage, train and create pathways for young people in craft skills, evaluating successful models and potential collaborations and partnerships (including with the QEST Alumni)
- Implementation and management of identified projects and programmes
- Facilitation of QEST's Youth Board and EDI Champions groups. Ensuring their active participation and integration into policy and programme decisions
- A detailed understanding of the education sector; developing and building professional relationships with key contacts and networks such as schools, colleges, training establishments, non-educational establishments and the wider community
- With the Communications Manager, planning a programme of outreach activity and promotion to engage and recruit participants, for agreed projects and programmes
- Documenting projects and programmes, and related data, to contribute to the evaluation of outcomes for impact reporting (internally and externally)
- Providing up-to-date knowledge, expertise and experience of best practice in widening participation, diversity and under-represented groups to inform activities and strategies
- With the CEO and Head of Fundraising and Development, identifying potential funders and supporters
- Promoting and maintaining a positive profile for QEST, for example, through presentation of projects and programmes at public facing events; participating in networking and building on external relationships that relate to QEST's activities and priorities
- Attending and participating in internal meetings eg the trustee board and sub-committees as appropriate
- Acting as Designated Safeguarding Officer - liaising with trustees and the CEO to ensure safeguarding policies and training compliant and up to date

Administrative and General

- Maintaining effective administrative systems, including ordered, regularly backed-up electronic records
- Alongside colleagues, helping to grow the QEST database: sourcing, inputting and updating details for organisations, third parties and partners
- Maintaining data protection compliance and best practice
- Providing cover for the other team members as and when required
- Undertaking any other tasks, training or appraisal recommendations as appropriate
- Undertaking other reasonable duties, as may be determined by the line manager (CEO) from time to time

Other

- It is the duty of all employees to behave with respect towards other members of the team, trustees, ambassadors, alumni, partners and all those who come into contact with the charity
- To comply with all Health & Safety policies and procedures as defined in the QEST Employee Handbook

Key day to day contacts

- QEST Team (CEO, Communications Manager, Project Manager, Grants Manager, Head of Fundraising and Development; and Head of Finance)
- QEST Trustees and Ambassadors
- QEST Alumni
- Third parties and partners relevant to the role

PERSON SPECIFICATION

Experience

Experience - Essential

- Experience of research and relationship building in art/craft and/or education projects and programmes
- Experience of implementation and management of projects and programmes, including art/craft related outreach projects and programmes involving young people and/or community groups
- Experience of working with schools, colleges, training and other non-educational institutions in a professional capacity on art/craft related projects
- Experience of applying safeguarding policy in the context of working with children and young people

Experience – Desirable

- Experience of writing successful funding applications for art/craft and/or education projects or programmes
- Experience of writing evaluation reports for funded projects or programmes
- Experience of giving presentations to key stakeholders in different contexts such as to funders, students, teachers, trustees
- Experience (or working knowledge) of effective marketing of relevant projects and programmes (including social media)

Skills, Abilities and Attributes

- Excellent written and verbal communication skills, with meticulous attention to detail
- Excellent organisational and project management skills (including management of budgets)
- Ability to work effectively within a small team; as well as independently - self-motivated with a pro-active attitude and initiative
- Ability to network, confident in meeting new people and establishing lasting professional relationships with a wide range of people, both internally and externally
- Commitment to increasing diversity and representation
- Computer literate, including MS Office (Word, PowerPoint) and Excel
- Experience of using a CRM/database system
- Active interest and knowledge in/of the crafts/education sector
- Ability and flexibility to adapt (and identify) new working methods as the organisation grows and develops

CONDITIONS OF EMPLOYMENT

Permanent: 4 days per week

As this role involves working with young people, references and criminal records check will be required prior to contract

Hours: Normal working hours are 9am to 5pm across 4 days per week (days to be agreed). Due to the nature of the role, travel will be required. There will be evening or weekend work for which time off in lieu will be given

Location: Primarily office-based at No.1 Buckingham Place, London SW1E 6HR (with room for some flexibility)

Salary: 4 days per week at a salary of £38k pro-rata

Reporting: The Education and Partnerships Manager will report to the CEO

Notice: The initial three months of the appointment will be regarded as a probationary period. During this time one weeks' notice of termination may be given

in writing by either party. On successful completion of the probationary period, the notice period to end the employment would be three months in writing by either party

Holidays: The entitlement to paid annual leave in the holiday year which runs from 1 January to 31 December, is 25 days (pro-rata), in addition to 8 bank and public holidays

Sick leave: Statutory sickness benefits apply

Pension: Statutory workplace pension benefits apply (on completion of three-month probationary period)

Equity, Diversity and Inclusion Statement

We believe that diversity of all kinds enriches our organisation and the broader craft and conservation sectors. We are committed to working tirelessly to become an inclusive, welcoming and supportive organisation, and we encourage applications from all backgrounds and identities, particularly those under-represented in the cultural sector.

QEST's Equity, Diversity and Inclusion policy can be seen here: [QEST](#)

Safeguarding

We are committed to ensuring the safety and wellbeing of everyone involved in our organisation and the work we do. We believe that everyone, especially children, young people, and anyone in vulnerable circumstances, has the right to be kept safe from harm, abuse, and exploitation.

All staff are required to adhere to our safeguarding policy and code of conduct.

HOW TO APPLY

Please include a CV and supporting statement, ensuring that you align your supporting statement with the job description and person specification. We have provided this information online so that it is as accessible as possible. However, if you need this information in a different format, please email info@qest.org.uk.

We particularly welcome applications from candidates who consider themselves under-represented in the arts, crafts or education sectors.

Please submit your CV and supporting statement by 5pm on 7 January 2026 to Deborah Pocock at Deborah.pocock@qest.org.uk.

We prefer applications to be emailed but if you wish to submit a paper application, please send to Deborah Pocock, CEO, at QEST, 1 Buckingham Place, London SW1E 6HR.

First interviews, preferably in-person, will take place during week of 12 January 2026.

Please note that you will only be contacted if you are invited for interview.