



**LEARNING & ENGAGEMENT  
COORDINATOR**

Henry Moore Studios & Gardens

Information for Candidates  
January 2026

## Advertisement

### Learning & Engagement Coordinator

**Full time, 2-year Fixed Term role (35 hours/week)**

**Location: Henry Moore Studios & Gardens, Perry Green, Much Hadham, Hertfordshire SG10 6EE.**

**Salary: £26,000- £28,000**

The Henry Moore Foundation is a charity founded by the artist in 1977 to encourage public appreciation of the visual arts. We hold the largest collection of artworks by Moore, from monumental bronzes to carvings, and drawings to tapestries. The Foundation is head-quartered at Moore's former home in the tranquil hamlet of Perry Green, half-way between London and Cambridge. Here, our visitors can experience the studios where Moore created his remarkable works, many of which are displayed onsite, and which also tour in national and international exhibitions.

Reporting to the Learning & Engagement Manager, this exciting new role will support the creation, coordination and delivery of the Learning and Engagement Programme at Henry Moore Studios & Gardens in our brand new state-of-the-art Sheep Field Barn gallery and learning spaces.

The ideal candidate will have a strong interest in participatory arts and cultural learning. You will be confident planning and delivering hands-on, creative activities inspired by art, nature and Henry Moore's work, creating welcoming and inclusive experiences that are both fun and educational.

You will be an excellent communicator, highly organised and audience-focused, with practical making skills and experience delivering inclusive, participatory activities, to appeal to a diverse audience and range of abilities.

Further information about The Henry Moore Foundation and our programmes is available at our website: [henry-moore.org](https://www.henry-moore.org)

Please return your completed form to the HR team at [recruitment@henry-moore.org](mailto:recruitment@henry-moore.org) by **9:00 on Monday 2 February 2026**.

Interviews will take place for shortlisted candidates in Perry Green, Hertfordshire on **Tuesday 10 February 2026**.

## **1. About the Henry Moore Foundation**

The Henry Moore Foundation was established by one of the great sculptors of the twentieth century. Today it is the largest artist-endowed grant-giving foundation in Europe. At The Foundation, we would like as many people as possible to enjoy and appreciate sculpture and in particular the work of Henry Moore. We want to inspire and inform people of all ages and backgrounds, whether they have an interest in the arts, are studying sculpture or visiting with their family for a day out. We want to extend our reach to worldwide audiences through international touring of our collection, and to support the development of sculpture through our grants programme.

The Foundation is overseen by a Board of Trustees, with day-to-day management being delegated to the Senior Management Team. We employ around 100 people across our two sites in East Hertfordshire and Leeds and are privileged to be supported by 50+ volunteers each year.

The team is encouraged to uphold our core values: Generous & Inclusive; Respect & Value; Visionary & Creative.

## **2. Henry Moore Studios & Gardens, Perry Green**

Perry Green is the small hamlet near Much Hadham in rural East Hertfordshire, where Henry Moore made his home. Moore lived in *Hoglands* with his family for nearly half a century and created his extraordinary sculptures, prints and drawings in the various studios within the grounds. In 1977 Perry Green became the headquarters of the Henry Moore Foundation.

We welcome 16,000 to 20,000 visitors, plus 2,000 school children to Henry Moore Studios & Gardens each year, where they experience Moore's home and studios and learn about his monumental bronze sculptures sited in the natural environment as he preferred. Our grounds cover 72 acres of beautiful countryside, from natural meadows and woodland to formal gardens.

Perry Green is home to the Henry Moore collections consisting of over 20,000 objects, including monumental bronzes, wood and stone carvings, maquettes, drawings, graphics, tapestries and textiles. We organise a busy programme of national and international loans and exhibitions each year, introducing Henry Moore to thousands of people worldwide.

We have recently worked with DSDHA architects and successfully extended the Sheep Field Barn Gallery to accommodate a refurbished exhibition gallery with new learning and activity spaces. This facility will be opened to the public with a new programme of activities in spring 2026.

## **3. Henry Moore Institute, Leeds**

The Institute is firmly rooted in Leeds, where we work in partnership with Leeds Art Gallery to manage the sculpture collection and archive of Leeds Museums and Galleries, a collaboration that has built one of the strongest public collections of sculpture in Britain. The Institute is a world-recognised centre for the study of sculpture, where we aim to make a significant impact on the future of art history, placing sculpture right at the centre. We achieve this through a programme of exhibitions, engagement and research that consistently re-thinks how we understand sculpture today, continuing Moore's legacy by making sculpture a necessary and relevant part of contemporary culture.

In early 2024 the Institute underwent an ambitious refurbishment project, re-opening last summer with elevated spaces offering an enhanced experience for our audiences.

The Institute attracts around 100,000 visitors each year with free admission and offers a busy programme of research and engagement activities.

#### **4. Grants**

Our grants programme continues Moore's legacy by supporting the growth and development of sculpture (historical, modern and contemporary) and through funding research that expands the appreciation of sculpture. The reach and impact of our grants programme, including the annual Artist Awards, is important to the Foundation.

#### **5. Aims**

The Foundation has adopted a new set of aims that will inform strategic decision-making and allocation of resources over the next five years 2026-31:

- a. Unify our activities across the Foundation to deliver streamlined, integrated programmes
- b. Establish ambitious partnerships that elevate HMF's role as a global authority on sculpture and extend our impact
- c. Place audiences at the heart of all we do – ensuring our work reaches and inspires the greatest number of people through meaningful engagement and access
- d. Empower the study and development of sculpture by connecting world-class research, radical creativity and compelling storytelling
- e. Futureproof and sustain the Foundation: financially, artistically, environmentally and organisationally
- f. Embrace digital innovation in all we do

#### **6. Principal Aims of Role**

Support the creation, coordination and delivery of the Learning and Engagement Programme at Henry Moore Studios & Gardens (HMS&G). Deliver the family programme during the visitor season and school activities and formal learning opportunities in the rest of the year.

#### **7. Job Description**

- Plan, design and deliver participatory activities for children and their accompanying adults inspired by Henry Moore's artistic processes, his influences, works from the collection and the gardens; nurturing creativity, intergenerational play and focus on being both fun and educational
- Develop and produce engaging self-guided resources, packs and trails for family visitors that also support wellbeing and encourage families to learn about and enjoy nature
- Develop a range of easy-to-achieve activities to help increase attendance, taking advantage of International Sculpture Day and other anniversaries
- Assist with the development and delivery of the wider engagement programme including formal education
- Attend key community outreach events that showcase the engagement programme, organising as required
- Research new opportunities and develop activities that continuously inspire and engage visitors; collaborating with colleagues and volunteers to increase family attendance
- Establish partnerships with local and community organisations to encourage participation at HMS&G

- Work with marketing team on promotional activities to increase family attendance
- Proactively gather feedback after events, incorporate improvements, and include evaluation in regular reports
- Ensure all programmes are inclusive and accessible, and act as an inclusion and accessibility ambassador for HMS&G.
- Adhere to the highest standards of safeguarding and keep up to date with any training
- Any other duties that may be reasonably required

## 8. Person Specification

The following experience, knowledge, skills and values are essential [E], or desirable [D], to fulfil this role. These criteria will be used to shortlist potential candidates so, when completing your application form, please give examples of these skills and experiences:

- A degree or equivalent level of study in a relevant subject (e.g. fine art, history of art, museum studies, education) [E]
- An active and informed interest in participatory arts or cultural activities [E]
- Practical creative/arts and crafts making skills [E]
- Experience in an engagement role within a cultural environment [D]
- Track record in delivering practical led activities [E] and creating learning resources [D]
- Good understanding of community networks and community engagement [D]
- Good understanding of effective review and evaluation processes [D]
- Excellent communicator and 'people person' with ability to engaging with a range of people, including children, families, external partners, and colleagues. [E]
- Ability to initiate and develop successful and sustainable partnerships [D]
- Diplomatic and highly organised with great attention to detail, ability to prioritise workload and meet deadlines [E]
- Target-driven and highly audience-focused [E]
- Good literacy skills [E]
- Experience of supervising volunteers and/or freelancers [D]
- Competent in use of Microsoft Office (Word, Excel, Outlook and Teams) [D]
- Ability to work flexible hours: some evenings and weekends [E]

Additionally, we expect all employees at HMS&G to share and work to our core values:

- Generous & Inclusive: work together, share across teams, nurture relationships and enable others
- Respect & Value: be ethical, respect differences, listen to others and acknowledge effort
- Visionary & Creative: forward thinking, enthusiastic, keep learning, inspire and engage others

## 9. Line Management

The Learning and Engagement Co-ordinator reports to the Learning and Engagement Manager. The post-holder does not manage any direct reports.

## 11. Basic Terms and Conditions

- This is a full-time fixed term position
- The selected candidate will be required to provide a passport and proof of address or other evidence to show that they are eligible to work in the UK
- The salary offered for this position will be £26,000 - £28,000 per annum depending upon experience
- The normal working week is 35 hours
- 25 days paid leave per annum plus bank holidays in England, plus any additional leave which is at the discretion of management (usually the three working days between Christmas and New Year when the Foundation's offices are closed). The leave year runs from 1 January to 31 December
- New eligible employees will be auto-enrolled into the Foundation's Nest Pension Scheme into which the Employee is required to contribute 5% and the Employer will contribute 3%. All employees are advised to make contributions into a pension scheme. You may opt out if you chose to do so. Further details will be given to appointed candidates
- Probationary period of 6 months
- Notice period of one calendar month or one week during the probationary period
- The place of work is the Henry Moore Foundation, Henry Moore Studios & Gardens, Perry Green, Much Hadham, Hertfordshire, SG10 6EE. Occasional travel may be required in the course of this role. All travel expenses will be reimbursed in accordance with the Foundation's Expenses Policy
- The selected candidate will be required to undertake a DBS (Disclosure and Barring Service) check before employment will be confirmed; employment will not be unreasonably withheld, but if the DBS check discloses any findings that are relevant to the employment and which were not declared on the job application form or at the time of an offer of employment, then this may result in the withdrawal of an offer of employment

## 12. Staff Benefits

- We want everyone to be the very best that they can be and we will work closely with you to agree some clear performance goals, which provide you with continual development. We support you on your development at work and your career goals
- Enhanced benefits for maternity, paternity and adoption pay subject to eligibility
- Time off for family emergencies (unpaid) and compassionate leave (paid) is awarded in the unfortunate event of the death of a direct family member
- Free access to our 24-hour confidential personal assistance and counselling scheme offering a wide range of support services, e.g. managing money, retirement, returning to work after a break, bereavement, advice with caring for relatives, divorce, abuse, etc.
- Company sick pay (includes SSP) on the completion of 6 months' service

- Income Protection insurance covers you should you be unable to work beyond the duration of your Company sick pay (subject to HMF terms and conditions and acceptance onto the scheme by the insurers)
- Vouchers for a free eyesight test for DSE (Display Screen Equipment) users
- Free admission vouchers for family and friends to use during our open season to Henry Moore Studios & Gardens
- Interest-free loan of up to £1,000 to assist with the purchase of annual travel tickets, a car or bicycle
- 20% Discount in the HMF book/gift shops and 10% discount in the Henry Moore Studios & Gardens café
- Short term bed-sit accommodation may be available on site at a modest rent to support relocation if required; this is not part of the remuneration package

### 13. Practicalities of Working at Perry Green

The Foundation's offices are set in a beautiful rural location, but this means that you need to have your own transport to get to work. The local bus service is extremely infrequent, and the nearest bus stop is 1.5 miles away. (See our Interest free loan to assist with transport costs). There are no shops in Perry Green, so employees bring their own lunch to work.

### 14. Application Process

If you are interested in this position and, having read the job specification, you have the credentials to meet the requirements of the role, we would be delighted to receive an application from you. An application form is attached. When completing the application form it would be helpful if you could address the requirements of the person specification and tell us about any gaps in your employment history. Thank you.

Further information about the Henry Moore Foundation and our programmes is available at our website: [www.henry-moore.org](http://www.henry-moore.org)

If you have any questions about the position, the Foundation or the recruitment process, you are welcome to contact, HR Manager, Emma Sweetland for an informal discussion on 01279 843333 Ext 225.

Please return your completed application form (no CVs please) to Emma Sweetland at [recruitment@henry-moore.org](mailto:recruitment@henry-moore.org) by **Monday 2 February 2026, 9:00**.

Interviews will take place for shortlisted candidates in Perry Green on **Tuesday 10 February 2026**.

#### **Shortlisted candidates will be required to bring the following to the interview:**

- proof of address: e.g. driving licence, utility bill or bank statement (with numbers redacted)

plus

- one of the following: (i) passport, (ii) certificate of Settled Status, (iii) residency permit, or (iv) work visa.

Thank you for your interest in the Henry Moore Foundation.

The HR Team, Henry Moore Foundation