

**Project Manager****National Saturday Club / Masterclass Co-ordinator**

An exciting opportunity has arisen for an organised and pro-active project manager to join the Saturday Club Trust team.

Your role will be to manage the masterclass element within the successful National Saturday Club programme launched by the Sorrell Foundation and now run by the Saturday Club Trust.

You will have experience of and enthusiasm for working with and for young people as well as experience in a project management and administrative role. You will have excellent written and oral communication skills, be extremely digitally and IT proficient and have demonstrable knowledge and/or a professional network within the art and/or design industries.

You will be directly responsible to the Managing Director of the Saturday Club Trust and will work in close collaboration with the Programme Manager and Founder Trustees. The role involves liaising with Saturday Club tutors, industry professionals and partners so you will have excellent interpersonal skills and the ability to balance multiple administrative, research and project management tasks.

**About the Saturday Club Trust**

The Saturday Club Trust is an independent charity which was set up in 2016 to take over the development of the National Saturday Club from The Sorrell Foundation. The National Saturday Club exists to give young people across the UK the opportunity to develop their skills and to inspire creativity.

The National Saturday Club is delivered in partnership with a network of colleges, universities and museums and there are now over 70 Saturday Clubs in Art&Design, Science&Engineering, Fashion&Business and Writing&Talking. The Saturday Club is a year-long, free programme which provides up to 100 hours of expert tuition across the academic year. In 2017/18 1448 young people across the UK took part in and were inspired by the National Saturday Club.

The Saturday Club Trust supports the tutors across the network and organises National events such as the London Visit, Masterclasses with leading industry professionals and an exhibition of all Club members' work in London's Somerset House.

The Saturday Club movement began in 2009, when The Sorrell Foundation launched the National Art&Design Saturday Club in four locations. Its success led to the creation of Clubs for Science&Engineering, Fashion&Business and Writing&Talking. The 2018/19 academic year is the tenth anniversary of the National Saturday Club so this is an exciting time to be part of the programme and the National events particularly the Masterclasses will celebrate the impact it has had. Your role will include working with the Trust's Founders on the design and project management of anniversary events, particularly the Masterclass programme.

## **JOB DESCRIPTION**

Responsible to the Managing Director, working in close collaboration with the Founder Trustees

### **Role outline**

- Plan and co-ordinate a Masterclass for every Saturday Club in the network.
- Work with and grow the existing Saturday Club network of companies that support the Masterclass programme.
- Develop the Masterclass programme to reflect the industries of each of our subject areas; Art&Design, Science&Engineering; Writing&Talking; Fashion&Business.
- Administer the Masterclass programme including arranging travel and accommodation for Masterclass givers where necessary.
- Book film and photography to document Masterclasses in accordance with agreed budgets.
- Attend Masterclasses and monitor quality and alignment with the National Saturday Club quality principles.
- Budget expenditure with the Managing Director and track Masterclass programme expenditure in accordance with Saturday Club Trust financial procedures.
- Provide information required for evaluation, liaising with research and evaluation consultants
- Assist with planning and delivery of all National events including the London Visit and the Summer Show.
- Ensure that content relating to Masterclasses in the National Saturday Club Summer Show and Yearbook is accurate and assist with copyrighting and communication relating to the Masterclass programme.
- Assist Founder Trustees in project management of the 10th Anniversary programme, including special events such as Tate Exchange.

## **PERSON SPECIFICATION**

### **Qualifications**

#### **Essential**

- Exceptional written and verbal communication skills
- Knowledge of art and design industries

#### **Desirable**

- Educated to undergraduate degree level
- Good professional network within the art and design industries
- Interest in Science, Engineering, Literature, Theatre, Fashion etc.

### **Experience**

#### **Essential**

- Experience of working on complex projects , ideally in a similar setting such as an art gallery, CSR programme or university outreach team.
- Experience of working in partnership with external agencies
- At least two years of experience in an administrative support role
- Technically excellent in a range of software programmes, such as Acrobat, Office 365, familiarity with Apple Macs and ability to learn new systems
- Experience at working both independently and in a team-oriented, collaborative environment
- Able to adapt to shifting priorities, demands and timelines

#### **Desirable**

- Able to use Adobe Suite inc. Photoshop, Bridge and InDesign
- Experience with website CRM and social media.

### **Personal Attributes**

- Good attention to detail
- Excellent analytical skills
- Exceptional writing skills
- Proven ability to work on own initiative
- Excellent communicator with diplomacy and tact
- Excellent interpersonal and organisational skills
- Approachable, flexible and professional manner
- Strong team player
- Positive and pro-active
- Ability to work under pressure and to tight deadlines
- Excellent presentation skills

Salary: £25,000-30,000 per annum, dependent on experience

Hours: full-time (please note working on Saturdays, particularly during the Masterclass Programme – January to March, will be required)

37.5 hours a week based at Somerset House with occasional travel in the UK (train and overnight costs are covered by the Saturday Club Trust). Usual working days are Monday to Friday but the nature of the activity means that there will be some weekends that need to be worked, particularly Saturdays. The Trust does not pay additional hours worked but we do offer Time Off In Lieu (TOIL) which can be taken in accordance with the policy.

To apply please submit:

- A cover letter explaining your suitability for this role and the contribution you could make to the National Saturday Club, particularly the Masterclass programme.
- A CV of maximum two sides A4 each.

Either by post to:

Clare Haskins, Managing Director, The Saturday Club Trust  
Somerset House, Strand, London WC2R 1LA

Or by email to: [clare@saturday-club.org](mailto:clare@saturday-club.org)

Deadline for applications is 5pm Friday, 7th September 2018

We would like to provide feedback to all applicants but this is not always possible so if you do not hear from us please assume you have been unsuccessful.

Thank you for your interest in working for the Saturday Club Trust and we wish you all the best in future if you do not hear from us on this occasion.