

NATIONAL SATURDAY CLUB

Masterclass Facilitator

Job type: Freelance position

Hours: Up to 15 Saturdays during January-May 2022. Some availability required mid-week for briefings or de-briefs

Location: Various National Saturday Club's locations across the UK. Location map [here](#)

Rate: £120 - £140 per day + VAT (dependent on experience)

About the role

The National Saturday Club is seeking an energetic and outgoing individual to support the core team to deliver a programme of industry-led Masterclasses for 13–16-year-olds nationwide.

This role is pivotal in ensuring the smooth running of National Saturday Club Masterclass programme across the UK. You will bring expertise in workshop facilitation and young person engagement. In addition, you will act as representative of the organisation with high profile industry partners and creative professionals as well as National Saturday Club host partners. As such you should have experience of external stakeholder partnership development.

You will be someone with an interest in working with young people and a background in relationship management and learning facilitation, who can proactively maintain the high standards of our activities. Excellent communication skills, a high level of professionalism, and an ability to build strong working relationships at all levels are essential to this role. You will be friendly and approachable with the ability to think on the spot, with a good understanding of safeguarding and health and safety procedures. Experience of working with creative professionals and industry partners is highly desirable.

About the National Saturday Club

The National Saturday Club gives 13–16-year-olds a unique opportunity to study subjects they love for free on a Saturday at their local university, college or cultural institution. Saturday Clubs are currently offered across five dynamic subjects: Art&Design, Fashion&Business, Film&Media, Science&Engineering and Writing&Talking. The year-long programme is free, has no exams and offers young people a transformational opportunity to build their skills, develop their confidence and discover pathways to further study and future careers.

The National Saturday Club's established year-long programme includes national events alongside the weekly Saturday classes. The Masterclass programme connects young people with a national network of industry experts, giving members and tutors rare access to some of the UK's most creative minds. Masterclasses are led by high-profile industry experts, who develop unique creative workshops and hands-on activities, to inspire National Saturday Club members and broaden their understanding of future career pathways. Past Masterclass givers have included Nike, Arup, Alexander McQueen, Pentland Brands, Apple, Walker Books, and the English National Opera.

This role supports the delivery of the Masterclasses between January-May 2022. For successful applicants there are further opportunities to become involved in future Masterclasses and other National Saturday Club's events throughout the year.

About this role

Key Responsibilities:

- Facilitate the smooth operations of Masterclasses on the day
- Manage coordination between the various contacts involved in the Masterclass including Club tutors, industry partners and National Saturday Club staff
- Represent the National Saturday Club to the young people taking part in the masterclass
- Greet everyone at the start of the session and provide a welcome introduction to the event
- Support Masterclass givers as they lead workshops and ensure they are well-looked after. This may include troubleshooting equipment, offering, and purchasing refreshments, helping them set up the session and being a friendly face.
- Confidently build positive relationships with all groups involved in the Masterclass
- Provide practical and proactive hands-on support and solutions where required
- Undertake photography of sessions where required
- Assist preparation of equipment and materials on the day as well as the set-up and pack down of space
- Ensure best practice and safety standards are upheld across safeguarding and health & safety
- Monitor the event and gather feedback
- Write a summary report of the event

About you

Essential:

- A strong background in workshop or event facilitation with relevant training and/or experience working with young people
- Excellent written and verbal communication skills
- Understanding of child safeguarding and an ability to recognise when something needs to be escalated to the designated safeguarding lead
- Ability to build positive professional relationships with different groups of people
- An understanding of Health & Safety and confidence with risk management
- A reliable, proactive and positive individual with a practical and flexible attitude and a friendly and personable personality
- A confident and engaging speaker
- Approachable and able to communicate with children, young people and adults
- Adaptable, optimistic and solution orientated

Desirable:

- Passionate about education with a desire to inspire young people into the sector
- Relevant lived experience (i.e. individuals with experience or understanding of young people from underrepresented communities and disadvantaged backgrounds)
- Knowledge and/or a keen interest in issues surrounding social mobility, opportunity and the challenges young people face when deciding their future careers
- Experience of working with creative professionals, artists, designers, and industry partners

Please only apply for this role if you can **commit to working the majority of dates required between January – May 2022 on Saturdays with some additional mid-week commitments.**

You will need to hold a recent DBS certificate or be willing to undertake a DBS check. You will be able to travel to various locations across the UK including some overnight stays the day before the event. Expenses for travel, accommodation and per diem will be covered.

We recruit in accordance with our equality, diversity and inclusion policies, so all employment appointments are available on a fair basis. We are particularly keen to recruit workers from Black, Asian or Minority Ethnicity backgrounds, and/ or disabled people, who are currently underrepresented in our team and the wider industry.

The Saturday Club Trust

The Saturday Club Trust is an independent charity set up in 2016 to take over the development of the national network of Saturday Clubs from the Sorrell Foundation.

Its purpose is to give 13–16-year-olds the unique opportunity to study subjects they love at a local college, university or cultural institution. The classes are free of charge and are delivered by tutors, with support from student assistants. The aim is to nurture young talent, building confidence, skills and self-esteem. The programme also aims to show young people pathways into further and higher education and rewarding careers.

The Saturday Club Trust, through its trustees, advisory groups, and staff, working with host institutions, will consolidate and develop existing Clubs and explore the potential for developing new National Saturday Clubs to offer this opportunity to more young people across the UK.

Saturday-club.org

To apply please send your CV and covering letter to gemma@satursday-club.org by Monday 10 January at 5pm.

Please get in touch if you would like to find out more about this role; we are happy to answer any questions you may have.

The Saturday Club Trust is committed to Equal Opportunities and encourages applications from any individuals underrepresented both in the creative industries and within our team and board. Therefore, we are keen to receive applications from individuals who represent the young people from diverse communities that we work with, who can bring new experiences to our organisation.