

# SATURDAY CLUBTRUST

## Director of Programmes

**Contract:** Permanent

**Hours:** Full-time

**Location:** Location flexible with offices based in London and Manchester. Occasional travel required nationally to develop and deliver the national programmes

**Salary:** £50,000 per annum

## Saturday Club Trust

The National Saturday Club was initiated in 2009 by The Sorrell Foundation, an educational charity co-founded by Sir John Sorrell CBE and Lady Sorrell OBE. Partly supported by public funding from Arts Council England and the Department for Education, the Club aims to nurture young people's talent, build their confidence and skills, and inform them about further and higher education and exciting careers in the creative industries. The Saturday Club Trust is an independent charity set up in 2016 to manage and develop the National Saturday Club.

The National Saturday Club gives 13–16-year-olds a unique opportunity to study subjects they love for on a Saturday at their local university, college or cultural institution. Currently offered across six dynamic subjects: Art&Design, Fashion&Business, Film&Media, Science&Engineering, Society&Change 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. Individual Club programmes are delivered by partner institutions, professional tutors and industry practitioners, and include joint activities organised by the Saturday Club Trust, such as the Visit, Masterclasses with industry experts and a Summer Show that enhance the annual programme and bring the members together across the network.

**[saturday-club.org](http://saturday-club.org)**

## Main purpose of the role:

We are seeking an exceptional individual, with a commitment to working with young people, to lead the creative direction of the National Saturday Club's programme of activities. The Director of Programmes is an exciting new senior leadership position at the Saturday Club Trust. You will be responsible for the development and delivery of a year-long programme which provides 13-16-year-olds, particularly those from widening participation backgrounds, with the opportunity to engage in activities which impart valuable creative and practical skills, increase confidence, and introduce pathways to further and higher education and rewarding careers.

This role has a nationwide remit working in partnership with our growing network of 80 Clubs across 40 Host Institutions (universities, colleges, and cultural institutions) and forging relationships with cultural partners, industry, and other key stakeholders. Collectively the network works together to increase access to creative learning opportunities, transforming the lives of underrepresented and disadvantaged young people across the UK.

The successful candidate will lead the Programmes Team in the delivery of the annual events including The Visit, industry Masterclasses, the Summer Show and graduation ceremonies, as well as the Tutors' Programme. Managing the day-to-day running of a busy and growing department, you will nurture excellent relationships internally and externally. Reporting to the Chief Executive and working closely with the Board, this role will contribute to the strategic development of the National Saturday Club's vision and aims.

We are keen for this opportunity to be open to as many people as possible, especially reach those from outside our usual networks.

### **Role responsibilities:**

- Work as part of the senior leadership team and closely with the Chief Executive to develop a long-term strategy for the development of the creative learning programme with a focus on quality, impact, partnerships and growth
- Oversee and deliver the National Saturday Club's high-quality annual programme of events including The Visit, Masterclasses, Summer Show, Graduation Ceremonies and Tutors' Programme
- Identify and actively build relationships nationally to facilitate outreach and engagement with the cultural and creative sector, industry professionals, community partners, stakeholders and policy makers in the fields of the creativity and education
- Provide effective line management to the Programmes Team, supporting their personal and professional development
- Set, manage and monitor all programme budgets liaising with the Finance Director
- Work with the Research and Evaluation Manager to ensure the programme continues to impart positive outcomes for our beneficiaries aligned with our core aims
- Embed a culture of evidence-based review, reflection and learning across National Saturday Club's programmes and work with the Research and Evaluation Manager to use research and data to inform future planning
- Provide timely and relevant information on programmes for the Communications and Development teams
- Oversee the delivery of all events on time and to budget
- Manage the extended network of freelancers, external consultants and subcontractors associated with the programme
- Ensure appropriate systems, processes, and documentation are in place to manage programmes and report on all aspects of the programme and learning activity
- Engage in continuing professional development and maintain awareness of creative practice, informal education pedagogies and issues around access and cultural diversity
- Represent the National Saturday Club nationally, regionally and locally, through networking and attending events
- Ensure compliance with our Safeguarding, Equal Opportunities, Health & Safety and GDPR policies and procedures
- Actively support the National Saturday Club's ambitions to reduce its impact on the environment

### **Skills and Experience Required:**

### *Essential*

- Undergraduate qualification in a relevant subject area OR relevant transferable skills
- 2 to 3 years' experience of working at a senior or management level and proven ability to lead a team and to motivate and develop staff
- Significant experience of delivering outreach and engagement for diverse young people within an informal learning environment
- An in-depth understanding of and experience in using creative pedagogical approaches and widening participation practices to deliver impactful, high quality and inclusive programming
- Possessing well-established networks across the creative and cultural sector, with education and industry, including designers, artists and a breadth of other industry professions and organisations across the public and commercial sectors
- Experience and track record of developing original engagement opportunities and managing successful and high-quality large-scale events
- Strong background of working in a busy dynamic environment to tight deadlines
- Demonstrable project management skills, with an ability to identify tasks and responsibilities and coordinate efforts to meet requirements, including delivery to time and budget
- Excellent communication skills and ability to communicate well with a wide variety of people and create powerful and engaging narratives. Confidence in public speaking and presenting is essential
- Strong knowledge of arts and cultural-sector learning agendas and creative education in formal and informal settings for young people
- Experience of risk assessment and managing Safeguarding and Health & Safety in creative hands-on delivery settings
- Ability to use Microsoft Office packages such as Outlook, Word, PowerPoint, and Excel

### *Desirable*

- Proven experience working within or with the museum, arts, cultural, heritage or education sectors initiating and developing successful strategic partnerships and collaborations
- Knowledge and/or a keen interest in issues surrounding social mobility, opportunity and the challenges young people face when deciding their future study and careers
- Relevant lived experience (i.e. individuals with experience or understanding of young people from underrepresented communities and disadvantaged backgrounds)
- Experience of monitoring funder requirements and reporting on and evaluating funded activity
- Up-to-date knowledge of GDPR legislation and experience managing privacy policies and procedures
- Knowledge of digital learning and virtual engagement platforms
- Experience of engaging diverse audiences with arts/ heritage and/or museum collections
- Strong understanding of environmental responsibility and how sustainability affects strategy and leadership within businesses
- Knowledge of the creative industries and creative practice
- Good ability to use Adobe design suite software
- Experience with using and developing CRM systems
- Holds a full driving license

Please note some travel and occasional working on Saturdays will be required. The post holder may be required to undertake other duties which are compatible with the overall scope/authority of the role.

### **Equality, Diversity & Inclusion**

At The Saturday Club Trust we are looking for people who reflect the diversity of the country today, to help us shape and change the arts, cultural and education sectors and make them more relevant to the young people, communities and places with which we work. Disabled people, those from Black, Asian and minority ethnic backgrounds and LGBTQ+ colleagues are under-represented in our industry, and we are committed to addressing this under-representation and welcome applicants from these backgrounds, identities and experiences.

### **Environmental responsibility**

We take our role in trying to minimise our impact on the environment seriously and recognise the importance of championing and influencing change within our organisation, through partner collaboration and across all our activities.

### **Data Protection**

All applications will be processed in accordance with General Data Protection Regulations (GDPR). All applications will be held for a period of six months for the purposes of consideration for future roles, after which point they will be securely destroyed. If you do not wish for your application to be held for this duration then please notify us by emailing; [gemma@saturday-club.org](mailto:gemma@saturday-club.org)

To apply, please send a CV and covering letter to [zoe@saturday-club.org](mailto:zoe@saturday-club.org) and complete our anonymous [Equality and Diversity Monitoring Form](#). The deadline for applications is **Wednesday 04 May at 12pm**, with the aim of holding first-stage interviews on **Wednesday 18 May**.