

# SATURDAY CLUBTRUST

## **Two Relationship Managers required**

**Contract:** Permanent

**Hours:** Full-time

**Location:** Manchester and Bristol

Flexible hybrid working: part remote online working; part frequent, regional, and national travel

**Salary:** £30,000 – £35,000 per annum, dependant on experience

**Travel requirements:** Frequent regional travel required. Monthly travel to London

**Benefits:** Enhanced annual leave (25 days plus bank holidays), Hybrid flexible working upon agreement, Company Pension scheme, Life Insurance cover, Access to our external employee assistance programme (Health Assured) for free 24/7 confidential advice and support, Cycle to Work scheme, Professional development budget, friendly and inclusive working environment.

## **National Saturday Club**

The National Saturday Club gives 13–16-year-olds across the country the opportunity to study subjects they love at their local university, college or cultural institution, for free. With over 90 Clubs nationally, the programme is currently offered across seven dynamic subjects: Art&Design, Craft&Making, Fashion&Business, Film&Media, Science&Engineering, Society&Change and Writing&Talking.

The programme offers young people a transformational opportunity to build versatile and creative skills, develop confidence and discover pathways to further study and future careers. With a particular focus on engaging young people from disadvantaged backgrounds and underrepresented communities who may not otherwise have the opportunity to engage in extracurricular activity, the National Saturday Club's established model has proven impact.

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. The Saturday Club Trust is an independent charity set up in 2016 to manage and develop the National Saturday Club. The charity receives public funding from the Department for Education and the National Lottery through Arts Council England. It is also supported by the British Film Institute, British Fashion Council, Chatham House, QEST, and industry partners.

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

## **Main purpose of the Role**

The Relationship Manager is a pivotal new role, to support the expansion of the National Saturday Club. Reporting to the UK Network Director, this role will cultivate relationships with universities, FE colleges, cultural institutions and schools. We are looking to appoint two Relationship Managers, one in Manchester covering the North West & North East region and another in Bristol covering the South West & Midlands region.

Partnership building is at the heart of the National Saturday Club programme and this role will play a key part in nurturing these valuable relationships. As such we are looking for a confident, warm, and empathetic communicator, who is a highly motivated self-starter and a passionate advocate for the work of the National Saturday Club.

You will have an exceptional understanding of the educational and cultural sectors and already be well-connected within the education, cultural and industry sectors in your area. These relationships are crucial in supporting the ongoing delivery and growth of the National Saturday Club programme, to ensure an increasing number of young people across the country, have better access to this transformative educational opportunity.

Fundamentally, you will be a superb communicator, able to nurture long-lasting, meaningful relationships with stakeholders at all levels within an organisation working with existing National Saturday Club tutors potential new universities, FE colleges, cultural institutions and with industry, as well as schools and teacher networks to raise the profile of the National Saturday Club.

To be successful in this role you will be able to engage on a broad range of educational issues, in particular widening participation and access to education for underrepresented and disadvantaged young people.

## **Responsibilities**

Reporting to the UK Network Director and working closely with your peers in other parts of the country you will:

- Proactively identify and cultivate potential partners across universities, FE colleges, cultural institutions, and industry at all levels, to establish new Saturday Clubs. This will involve in-person visits across the region, as well as online meetings.
- Maintain effective relationships with existing partners and stakeholders at all levels across universities, FE colleges, cultural institutions, and industry, to ensure effective, integrated and joined-up delivery of National Saturday Club goals. This will involve in person visits across the region, as well as online meetings.
- Regularly attend networking opportunities, conferences, and other events across the region to further nurture existing relationships and establish new relationships within the education, cultural and industry sectors which will further the National Saturday Club's goals and objectives.
- Work closely with the UK Network Director to support the onboarding and induction of both new National Saturday Clubs partners and new Club tutors.
- Within the region, support Club member recruitment through conversations with local partners; signposting to supporting materials; research of local opportunities; meetings with local youth and school networks.
- Work with the Programmes Team and wider National Saturday Club team to support the facilitation of national events including but not limited to Cultural Visits, Summer Show exhibition, Masterclasses, Tutors Programme, in both remote and in-person capacities.

- You will be responsible for using the CRM system to ensure regional records and contact details are kept up-to-date and accurate, as well as occasional regional mailing related to your activities for recruiting new partners.
- Effectively identify and escalate difficulties and challenges being experienced by existing or potential new network partners.
- Contribute to evaluation and reporting documents and support the development of national research and evaluation reporting.
- Represent and advocate for the National Saturday Club at regional and national events.
- Understand the National Saturday Club's approach to equality, diversity, and inclusion and how it applies to the role and make time for learning and development relating to ED&I.
- Actively contribute to an inclusive organisational culture, being aware of own biases, and taking action to mitigate against these. Ensure people feel valued and are treated equitably, with support for people's well-being and mental health.
- Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children.
- Familiarisation with, and adherence to, the Safeguarding Policy and associated guidance is an essential requirement of all employees as is participation in training in this area.

### **Essential Skills and Experience Required**

- Degree (or equivalent relevant experience)
- Experience of working within or with the education sector (particularly the HE and/or FE sectors)
- Confident at independently establishing, nurturing, and managing relationships with stakeholders across education, industry, and the cultural sector at all levels
- Possessing an existing network within the education, cultural and industry sectors within the region
- Exceptional communication and relationship building skills
- Highly effective written skills
- Strong time management skills
- Ability to manage workload independently and proactively
- IT competency in Microsoft Office, Teams and other commonly used IT programmes

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

The Saturday Club Trust strives to be an equal opportunities employer and welcomes applications from all sections of the community. We are keen to look 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 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. Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted, and treated on the basis of their relevant merits and abilities.

### **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: [operations@saturday-club.org](mailto:operations@saturday-club.org)

To apply, please send a CV and covering letter, specifying the location of the vacancy you are applying for (i.e Manchester or Bristol) to [carol@saturday-club.org](mailto:carol@saturday-club.org) and complete our anonymous [Equality and Diversity Monitoring Form](#). The deadline for applications is **Sunday 19 February**, with the aim of holding interviews during the week commencing Monday 27 February.

The Saturday Club Trust is a UK-registered charity (no 1165362) and company limited by guarantee in England and Wales (no 09559467).