



Programme Manager (Industry Partnerships)
The Saturday Club Trust

Contract: Two-Year Fixed-Term (with possibility to extend)

Hours: Full-time / potential for part-time open to discussion

Location: Office based at Somerset House, Strand, London WC2R 1LA, with some hybrid working

Salary: £35,000 – 40,000 per annum dependent on experience

National Saturday Club

The National Saturday Club gives 13–16-year-olds a unique opportunity to study subjects they love on a Saturday at their local university, college or cultural institution. Currently offered across eight dynamic subjects: Art&Design, Craft&Making, Fashion&Business, Film&Media, Performance&Theatre, 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 London Visit, Masterclasses with industry experts and a Summer Show and Graduation Ceremony that enhance the annual programme and bring the members together across the network.

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, the Department for Education and DCMS. The Saturday Club Trust is an independent charity set up in 2016 to manage and develop the National Saturday Club.

saturday-club.org

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 ethnic backgrounds and LGBTQ+ colleagues are under-represented in our industry, and we are committed to addressing this under-representation. We welcome applicants from these backgrounds, identities and experiences.

Main Purpose of the Role

This is a new role to develop the Masterclasses Programme, nurturing existing relationships with global brands, regional corporate partners and well-known creative professionals as well as identifying new partners and fostering new relationships. A central part of the National Saturday Club's annual programme are the Masterclasses. Run in collaboration with a national network of prominent industry partners and creative professionalism the Masterclasses Programme, connects each Saturday Club and its members, aged 13–16, with industry experts, giving them rare access to some of the UK's most creative minds. It also showcases the way in which the skills developed at a Saturday Club can be applied in the real world.

The role will require you to devise and develop impactful creative workshops for young people, some in the form of large-scale events, in collaboration with industry partners. You will need to ensure that each Masterclass is meticulously planned and coordinated. Reporting to the Head of Programmes and with support from the Programme Assistant, this role will plan approx. 60 Masterclasses each year taking place on Saturdays during the Spring term of the academic year.

This role requires a well networked, excellent communicator who enjoys nurturing meaningful partnerships and delivering high-quality events. You will have exceptional project-management skills and an ability to make connections and create new opportunities for the programme. You will have previous experience of fostering partnerships and working within the creative industries and will understand the importance of nurturing a future talent pipeline of diverse young people. This role would suit a dynamic, positive, highly motivated, and proactive individual with an exceptionally good attention to detail. You will have outstanding organisational and time management skills.

The Masterclasses Programme runs from January to May every year. and regular Saturday working will be required during this period. Attendance and support at other national events on Saturdays will also be part of the role including the London Visit, Summer Show and Graduation Ceremonies. All Saturday working is recompensed with TOIL.

Role Responsibilities

Masterclass Programme Delivery:

- Annually devise and deliver approximately 60 creative and bespoke Masterclass workshops for all National Saturday Club young people across the country, in partnership with well-known and respected industry partners and professionals.
- Lead meetings with Masterclass partners to design impactful creative education workshops, aligned with the organisation's charitable objectives.
- Liaise with Club tutors to arrange all operational details required for their Club members' attendance at Masterclass events.
- Liaise with Masterclass givers, venues and suppliers to ensure streamlined operational delivery of all Masterclass events.
- Utilize insights from previous programme delivery experiences, while exploring new methods of delivery to ensure positive impact for Club members.

Masterclass Programme Development:

- Working alongside the Head of Programmes, develop and deliver a 3-year strategy for expanding the Masterclasses Programme in line with the growth of the National Saturday Club to ensure a diverse and engaged network of industry partners for the long term.
- Nurture relationships with established Masterclass givers and identify and develop new industry partnerships with global brands, regional corporate partners and well-known professionals across the UK, working with the Chief Executive and Head of Programmes.

- Collaborate with Relationship Managers to identify potential new industry and corporate partners in regions across the UK.
- 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 our organisational ED&I commitments at the heart of the Masterclasses Programme ensuring it reflects the diversity of global Britain.

Strategic Partnership and Communications:

- Identify opportunities for industry partners' deeper engagement, such as funding and sponsorship working with the Chief Executive and Head of Programmes.
- Innovate models to enhance the Masterclasses Programme's value and recognition to partners, in collaboration with the Head of Marketing and Communications.
- Work with the Chief Executive and Board on new industry partnership opportunities.

Operational Management:

- Manage the Masterclasses Programme budget, track progress, and adhere to project timelines, working closely with the Head of Programmes.
- Manage the Masterclass giver databases in the CRM and make use of digital event planning tools to plan events.
- Lead on coordinating logistics, including travel, accommodation, manage event call sheets and circulate event details as well as briefing and inducting freelancers, supported by the Programmes Assistant.
- Complete risk assessments and ensure Health and Safety and Safeguarding protocols are in place and adhered to for all events. Lead and participate in training, where required.
- Represent the organisation at workshops and events.

Team Collaboration and Administration:

- Collaborate with Programmes Team on wider events such as the London Visit, Summer Show, Graduation Ceremonies and Tutors' Programme.
- Work closely with the Saturday Club Trust team members and organisation to support the organisation's overall vision and contribute to activities across all departments.
- Work with the Research and Evaluation Manager to gather evaluation data and report on the impact of the programme internally and externally to industry partners and funders.
- Work with the Head of Programmes and Programme Producer to engage the National Saturday Club Youth Board in the future strategic plans for Masterclasses.
- Work with the Regional Managers to engage the National Saturday Club Tutors Advisory Group in the future strategic plans for Masterclasses.

Skills and Experience Required

Essential

- Proven experience of industry partnership building or new business development with a background or networks in the creative and cultural industries
- Existing strong networks across the creative and cultural industries nationally
- Experience of establishing, developing and maintaining positive and productive working relationships with cross-disciplinary networks and stakeholders
- Proven experience of developing and delivering audience facing events and activities
- Strong verbal and written communication skills – diplomatic, personable and proactive
- Meticulous administrative, project management, organisational and financial skills

- Ability to coordinate multiple project streams to meet deadlines
- Ability to collaborate and work under own initiative and prioritise a range of tasks with minimal supervision
- Degree (or equivalent relevant experience)

Desirable

- Having worked in an educational context with young people
- Experience working to address barriers to access and under representation
- An active interest in education settings, youth engagement, creative career pathways and keeping up to date with the latest research, policy and practice
- Creative commissioning skills
- Worked with freelancers and volunteers
- Confident presentation, report writing and public speaking ability.

The successful applicant may be required to undertake other duties which are compatible with the overall scope and authority of the role.

Employment benefits

The Saturday Club Trust offers the following employment benefits:

- Working at the prestigious cultural destination Somerset House in central London, with access to offers and events from our resident community and discounts at onsite restaurants, bars and cafes
- Enhanced annual leave – 25 days plus bank holidays
- Hybrid 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

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

To apply, please send a CV and covering letter to jobs@saturday-club.org and complete our anonymous [Equality and Diversity Monitoring Form](#). The deadline for applications is **Monday 18 September at 12pm**, with the aim of holding interviews the following week.

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