

Head of Programmes**Contract:** Permanent**Hours:** Full-time**Location:** Office based at Somerset House, Strand, London WC2R 1LA, with some hybrid working**Salary:** £40,000 – 45,000 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 and the Department for Education, 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

We are looking for people who reflect the diversity of Britain, 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 a global majority background 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.

Main purpose of the role:

The Head of Programmes is a key role at the National Saturday Club, responsible for the development and delivery of the year-long programme of national events which provide 13-16-year-olds, particularly those from widening participation backgrounds, with the opportunity to develop creative and practical skills, increase confidence, and introduce pathways to further and higher education and rewarding careers. This sits alongside a professional development programme for the network of over 400 tutors and coordinators.

The Programmes Team will comprise of a Programme Producer, Masterclasses Manager and Programmes Assistant. You will be responsible for leading this team in the production, project-management, delivery and ongoing development of the national programme of events, ensuring that all activity is of an exceptional quality, delivered on-time and to budget. Reporting to the Chief Executive and working closely with the UK Network Director, the Head of Marketing & Communications and the Head of Operations, the successful candidate will be responsible for the delivery of these annual events including The London Visit, the Masterclasses, the Summer Show and Graduation Ceremonies, as well as the Tutors' Programme and Youth Board. Managing the day-to-day running of a busy, events focused team you will nurture excellent relationships internally and externally, including with prominent cultural institutions and creative professionals across all four nations.

This role would suit a highly organised and proactive individual with experience of developing and delivering large scale events and exhibitions, budget management, planning, scheduling and operational delivery of programmes. You will be an excellent communicator and advocate for the programme, able to meticulously plan events with operational rigour, to think strategically but also execute efficiently with a good attention to detail.

This role has a nationwide remit to forge and nurture relationships with cultural partners, and industry to support programme delivery and collectively work together to increase access to creative learning opportunities, transforming the lives of underrepresented young people across the UK.

The national events are held on Saturdays and therefore the role does require some Saturday working which is recompensed with TOIL. Some national travel for events is also required.

Role responsibilities:

- Work with the Chief Executive to develop a long-term strategy for the development of the 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 London Visit, Masterclasses, Summer Show, Graduation Ceremonies, Tutors' Programme and Youth Board
- Host and facilitate at events such as the London Visit, Graduation Ceremonies, Tutor's meetings and Youth Board
- Meticulously plan, schedule and manage the programme of annual events ensuring they are delivered on time and to budget
- Identify and actively build relationships nationally to facilitate outreach and engagement with the cultural and creative sector, industry professionals, community partners and other stakeholders
- Manage and monitor all programme budgets liaising with the Chief Executive and Finance Director, working with the wider Programmes Team to deliver programmes on time and to budget
- Work with the Research and Evaluation Manager to gather and respond to evaluation findings and 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 programme and work with the Research and Evaluation Manager to use evaluation and data to inform future planning

- Provide timely and relevant information on programmes for the Communications team
- Provide effective line management to the Programmes Team, supporting their professional development
- Manage the extended network of freelancers, external consultants and sub-contractors associated with the programme
- Ensure appropriate systems, processes, and documentation are in place to manage the programme 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 diversity
- Represent the National Saturday Club through networking and attending events - this may require some national travel
- 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
- A track-record of managing and delivering large scale events and exhibitions
- Possessing well-established networks across the creative and cultural sector, within education and industry, including designers, artists and a breadth of other professions and organisations
- A 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 meticulous delivery to time and budget
- Excellent communication skills with an ability to communicate well with a wide variety of people
- Experience of monitoring funder requirements and reporting on and evaluating activity
- Knowledge of arts and cultural-sector learning agendas and creative education in formal / informal settings for young people
- Proven ability to lead a team of staff and sub-contractors and to motivate and develop individuals
- Experience of risk assessment and managing Safeguarding and Health & Safety
- Fluency in Microsoft Office packages such as Outlook, Word, PowerPoint, and Excel

Desirable

- Experience of working with young people
- Experience of developing / delivering outreach and engagement for diverse young people
- Proven experience of developing successful strategic partnerships and collaborations within the creative industries and cultural sectors
- Confidence in public speaking and presenting

- 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 backgrounds)
- Experience of hosting and facilitating events and activities with an audience focus
- Up-to-date knowledge of GDPR legislation and experience managing privacy policies and procedures
- Knowledge of digital learning and virtual engagement platforms
- Understanding of environmental responsibility and how sustainability affects strategy and leadership within businesses
- Knowledge of the creative industries and creative practice
- Holds a full driving license

The post holder may be required to undertake other duties which are compatible with the overall scope/authority of the role.

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

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 **Wednesday 04 October at 12pm**, with the aim of holding first-stage interviews the week commencing **Wednesday 09 October**.

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