

**Programme Assistant**

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

**Hours:** Full time

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

**Salary:** £25,000-£30,000 per annum

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

**Equality, Diversity & Inclusion**

We are looking for people who reflect the diversity of Britain and the young people with which we work, 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.

**Main Purpose of the Role**

The National Saturday Club Programmes Team is expanding to support the growth of the network. This new role of Programme Assistant will support the delivery of the national programme of events for 13–16-year-old Club members (London Visit, Masterclasses, Summer Show and Graduation Ceremonies) alongside the Tutors' Programme and Youth Board. Reporting to the Head of Programmes and working closely with the Programme Producer and Masterclass Manager, you will be responsible for the core administration of the programme as well as play an active role in the delivery and facilitation of in person and online events and exhibitions.

The Programme Assistant will ideally have prior experience of assisting with the coordination of events and exhibitions as well as working with external stakeholders. You will be confident with digital technology, have great interpersonal and administration skills and a good attention to detail. This is a great opportunity for someone starting their career in creative programming, interested in

further developing their expertise in the production and delivery of high-quality events and exhibitions with a young person / education focus.

**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**

- Support the administration, coordination and delivery of the National Saturday Club's annual programme of events which consists of the London Visit, Masterclasses, Summer Show, Tutors' Programme and Youth Board.
- Support external industry partners in the operational planning and preparation of Masterclasses
- Undertake on site installation and preparation for in person large-scale events
- Attend and support facilitation of in person large-scale events
- Prepare communications materials linked to the programme which clearly convey information to both internal and external staff, partners and wider stakeholders
- Support the coordination of the installation teams and event freelancers for national events.
- Support the tracking of expenditure related to the Programmes Team
- Carry out desk-based research as required to support programme planning and development
- Book travel and accommodation for the National Saturday Club team, freelancers and event contributors
- Undertake CRM updates linked to the national Programme
- Manage the Programmes email account and communications such as tutor invites, programme newsletters, and reminders
- Support the Head of Programmes in the preparation of reports required for funders, sponsors and other supporters
- Act as a representative of the National Saturday Club programme at all times promoting and supporting the delivery of workshops and events
- Work closely with National Saturday Club team members to support the organisation's overall vision and direction and contribute to marketing and promotional activities, evaluation and research, Club member and Club recruitment and engagement, and general operations
- Be responsible for your own personal safety, in addition to others who may be affected by the company's activities. Working with the Head of Operations, support the implementation of H&S and Safeguarding protocols for all events, undertake risk assessments, method statements and report on any incidents in a timely and effective way to protect audiences and staff
- 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

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

*Essential*

- Undergraduate qualification in a relevant subject area OR relevant transferable skills
- At least two years of experience in an administrative support role
- Highly IT proficient
- Approachable, flexible and professional
- Able to work professionally with external stakeholders and foster relationships
- Excellent attention to detail and high levels of accuracy
- Friendly with confident telephone manner
- Excellent organisational skills
- Excellent communication and interpersonal skills
- Able to work with a team, take direction from others and collaborate effectively
- Ability to work independently within time constraints
- Positive can-do attitude

#### *Desirable*

- Experience of supporting the development and delivery of events / exhibitions / programmes
- An interest in or experience of working with young people within an educational context
- Experience using a CRM software and database management
- Having worked within a creative / cultural organisation, educational establishment or similar

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
- Flexible 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; [gemma@saturday-club.org](mailto:gemma@saturday-club.org)

To apply, please send a CV and covering letter to [jobs@saturday-club.org](mailto:jobs@saturday-club.org) and complete our anonymous [Equality and Diversity Monitoring Form](#). The deadline for applications is **Wed 04 October 2023**, with the aim of holding first-stage 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).*