

Job Title: Outreach Manager

Contract: Permanent

Hours: 0.6 FTE (3 days per week)

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

Reporting to: UK Network Director

Salary: £40,000 per annum pro rata

National Saturday Club

The National Saturday Club is a prominent education charity working across the UK. It provides a unique extracurricular opportunity for young people aged 13–16, particularly those from underrepresented backgrounds to study subjects they love on a Saturday at local universities, colleges and cultural organisations. With over 120 Saturday Clubs nationwide, in collaboration with major industry, education and cultural sector partners, this year-long programme offers a transformational opportunity for young people to build skills, develop confidence and discover pathways to further study and future careers.

Comprised of a committed and growing network of over 100 partners across higher education, further education, creative industries and the cultural sector, the National Saturday Club is supported amongst others by Arts Council England, Department for Culture, Media and Sport, British Fashion Council, British Film Institute, Clore Duffield Foundation, The Goldsmiths Company and Queen Elizabeth Scholarship Trust. We work with prominent industry partners including Warner Bros, Burberry, YouTube and Arup alongside major cultural institutions including Tate, V&A and Manchester Museum.

saturday-club.org

Role purpose

The Outreach Manager will lead and oversee Club member recruitment across the National Saturday Club network. Reporting to the UK Network Director, the role will work in close partnership with Club delivery partners to increase participation, strengthen outreach practice, nurture strategic partnerships, and support the long-term sustainability of Clubs.

The role will develop strategic approaches and long-term partnerships that benefit the network and improve access for young people from groups who face the greatest barriers to opportunity.

Aligned with the charity's mission to increase equity of access to free, high-quality extracurricular creative education, this role represents the next iteration of the National Saturday Club's outreach and recruitment function.

Building on learning from a previous DCMS-funded initiative, the Outreach Manager will bring together strategic oversight, partnership development and hands-on operational leadership to strengthen Club member recruitment nationally. Effective recruitment has

been shown to be central to widening participation outcomes, directly supporting both Club sustainability and long-term engagement for young people who face the greatest barriers to opportunity.

With a UK-wide remit, the role has been created to support our network of partners to establish and sustain effective outreach and engagement practice, ensuring delivery aligns with sector best practice in widening participation and access.

The postholder will manage a small outreach team, develop and maintain a wide range of recruitment partnerships, and work closely with internal colleagues to ensure a coordinated and effective approach to recruitment, advocacy and partner support.

Key responsibilities

Strategic leadership and planning

- Work closely with the UK Network Director and Director of Programmes and Communications to develop and deliver a national approach to Club member recruitment
- Use data, insights and partner feedback to identify risk areas, respond to low recruitment, and develop targeted interventions
- Contribute to organisational learning around recruitment, retention and programme sustainability

Partner recruitment support

- Oversee recruitment support for the National Saturday Club's network of delivery partners
- Meet with partners to understand local recruitment challenges and agree tailored support
- Support partners to build and strengthen local recruitment pipelines
- Attend National Saturday Club events and partner meetings as required

Recruitment partnerships

- Build, manage and maintain recruitment partnerships with a wide range of organisations including: Local Careers and Enterprise Partnerships, Local and Combined Authorities, Multi-Academy Trusts, Home education networks, Young carer networks, Military family support networks, Other relevant local and national organisations
- Identify new partnership opportunities to expand reach and diversify recruitment channels

Team management

- Line manage two freelance Outreach Coordinators each working two days per week
- Provide clear direction, support and oversight to ensure effective delivery
- Work with the team to design strategic responses to low recruitment at partner, regional or subject level

Systems, data and communications

- Ensure recruitment activity and partner engagement are accurately recorded and maintained in the CRM
- Oversee the timely distribution of recruitment materials to partners
- Ensure recruitment information on the website and partner-facing materials are accurate and up to date
- Work closely with the Marketing and Communications team to:
 - Align recruitment messaging
 - Support social media activity
 - Connect NSC marketing with partner marketing teams
 - Develop advocacy and ambassador approaches

Advocacy and representation

- Act as a confident advocate for the National Saturday Club at conferences, events and network meetings
- Present on the programme and its impact to external stakeholders
- Contribute to internal and external discussions on widening participation, access and progression

Skills and experience

Essential

- Significant experience of outreach, recruitment or engagement within education, youth, cultural or community settings
- Experience of building and managing partnerships across multiple sectors
- Strong understanding of widening participation and the barriers faced by young people aged 13–16
- Experience of managing staff or freelancers
- Strong organisational and planning skills
- Confidence working with data, CRM systems and reporting tools
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively

Desirable

- Experience working with FE or HE institutions
- Experience working with careers or education infrastructure such as Careers Hubs or LCEPs
- Experience representing an organisation at conferences or sector events
- Familiarity with national or place-based education policy landscapes

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 and cafes
- Enhanced annual leave – 25 days (fulltime equivalent) plus bank holidays
- Hybrid working upon agreement

- Company pension scheme
- Life insurance cover
- Access to our external employee assistance programmes for
- free 24/7 confidential advice and support
- Cycle to Work scheme

How to apply

Please send a CV and covering letter to jobs@saturday-club.org and complete our anonymous [Equality and Diversity Monitoring Form](#), by Monday 01 June at midday Any questions regarding the role please contact us at jobs@saturday-club.org.

Safeguarding

All employees are required to act in a way that safeguards the health, safety and wellbeing of children and young people at all times. Familiarisation with, and adherence to, the National Saturday Club's Safeguarding Policy and associated guidance is an essential requirement of this role, as is participation in safeguarding training.

Equality, Diversity and Inclusion

All employees complete safeguarding and ED&I training and contribute to an inclusive culture. We actively welcome applications from candidates of all backgrounds — particularly those currently under-represented in the arts, cultural and education sectors.

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.

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