Programme Coordinator (Masterclasses)

Contract: 7-month fixed-term contract, ideally starting in early November
Hours: Full time (35-hours per week)
Location: Offices based at Somerset House, Strand, London, WC2R 1LA. Hybrid working, with three days in the office (Tuesday – Thursday).
Salary: £32,000 - £35,000 FTE, (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&Screen, Performance&Theatre, Science&Engineering, Society&Change and Writing&Talking; the year-long programme is free, has no exams and enables young people 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, alongside joint activities organised by the Saturday Club Trust which provide high-quality, inspirational experiences and bring the national network together.

Main Purpose of the Role

The Programme Coordinator (Masterclasses) will work alongside the Programme Manager (Masterclasses) to coordinate an ambitious Spring programme of inspiring, creative and educational events for 13–16-year-olds across the UK. The programme will deliver approximately 80-85 individual Masterclasses between January and May for up to 140 Clubs and more than 2,500 young people across the UK.

Masterclasses bring to life the skills young people develop through their weekly Saturday Club sessions, showing how these can be applied in the workplace. Through engaging, industry-led briefs, trips and practical experiences, members can apply their learning, explore career pathways and discover new possibilities.

The Programme Coordinator (Masterclasses) will take day-to-day responsibility for a portfolio of Masterclasses, ensuring each is carefully planned and delivered to a high standard in line with agreed requirements. This is a high-intensity, deadline-driven role involving coordination across multiple events, stakeholders and competing priorities. The successful candidate will have strong experience in event coordination or programme delivery, excellent organisational skills, meticulous attention to detail, and the confidence and judgement to take ownership of a substantial workload. They will be proactive, dependable and comfortable working across the practical and administrative aspects of the role. They will be empathetic and approachable, with the confidence to communicate clearly and build effective relationships with a wide range of partners. They will also have a genuine interest in supporting young people and enthusiasm for the opportunities the National Saturday Club creates for them.

Key responsibilities

Reporting to the Programme Manager (Masterclasses) and working closely with the wider National Saturday Club team, you will be responsible for:

- Managing the end-to-end delivery of a portfolio of Masterclasses, coordinating multiple events across different dates, locations and stakeholders.
- Working with industry partners and Club tutors to develop Masterclass plans, gathering information and translating agreed ideas into clear, practical and deliverable sessions.
- Coordinating the logistical requirements for allocated Masterclasses, including materials and resources, travel and accommodation, risk assessments, call sheets and other event documentation.
- Allocating and booking freelancers across Masterclasses, confirming availability, maintaining accurate event and CRM records, and ensuring they have the information they need to attend and support each Masterclass effectively.
- Acting as the day-to-day contact for allocated Masterclasses, maintaining clear and timely communication with Club tutors, partners, freelancers and other contributors, managing actions, and escalating issues to the Programme Manager where appropriate.
- Ensuring Masterclasses are delivered in line with National Saturday Club policies and agreed processes.
- Coordinating final communications and post-Masterclass follow-up, including feedback, and accurately maintaining programme, CRM and financial records.
- Contributing to the improvement of systems, processes and digital tools used to plan and deliver the Masterclass Programme.

Skills and Experience Required

Essential

- At least two year's experience in event management, programme or project coordination, or a similar role.
- Highly organised and detail-oriented, with excellent time-management skills, and the ability to manage a high-volume of work accurately and consistently.
- Proactive, hardworking and dependable, with a hands-on approach to the practical and administrative aspects of the role and the ability to take ownership of tasks from start to finish.
- Strong communication and relationship-building skills, with the confidence to work effectively with a wide range of partners, contributors and working styles.
- Good problem-solving and sound judgement, with the ability to work independently, manage competing priorities, resolve issues and keep delivery moving at pace.
- Strong IT and administrative skills, (Microsoft Office)

Desirable

- Experience working with CRM systems and databases, particularly Salesforce.
- Experience working with young people, ideally in educational or creative contexts.
- Previous experience in cultural, creative or educational organisations.

Please note: The successful applicant may be required to undertake other duties that are compatible with the overall scope and nature of the role.

Additional information

- The role includes opportunities to support and facilitate Masterclasses in person on Saturdays between January and May. Depending on experience, this may include on-call responsibility. Specific dates will be agreed based on programme needs and availability, with Saturday working compensated through TOIL.
- All staff are expected to represent the National Saturday Club professionally, advocating for the charity and championing representation, accessibility and inclusion across the programme.

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.
- Annual leave: 25 days plus bank holidays (pro-rated)
- 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

How to Apply

Closing date: Monday 5 October 2026, 12:00 Midday
Send your CV and covering letter to jobs@saturday-club.org and complete our Equality & Diversity Monitoring Form. For questions: jobs@saturday-club.org

Equality, Diversity & Inclusion

We actively welcome applications from candidates of all backgrounds, particularly those underrepresented in arts, culture, and education. All staff complete safeguarding and ED&I training and contribute to an inclusive culture.

Environmental Responsibility

We seek to minimise our environmental impact and champion sustainable practices across all activities.

Data Protection

Applications are processed under GDPR, held for six months for future roles, and securely destroyed thereafter. Contact operations@saturday-club.org to opt out of this.

Use of AI in applications

We recognise that applicants may choose to use AI tools to support their application. While you may use these tools to assist with drafting or proofreading, we ask that your application remains a genuine reflection of your skills, experiences and motivations.

Saturday Club Trust is a charity registered with the Charity Commission in England & Wales (no 1165362) and the OSCR in Scotland (no SC055042) and as a company limited by guarantee (no 09559467).