

# SLG

**APPLICATION PACK FOR: Schools & Young People's Programme Manager**  
**Closing date: Monday 10 October, 12pm**



**September 2022**

Dear Applicant,

This application pack for the position Schools and Young People's Programme Manager at the South London Gallery includes:

- Information about the South London Gallery
- A Job Description and Person Specification

**To Apply**

Please go to <https://hr.breathehr.com/v/schools-young-people-s-programme-25834> to download an **Applicant Details Form** and an **Application Form** and submit both forms via the green **APPLY** button at the bottom of the page.

**Please also complete the online equal opportunities monitoring form here:**

<https://www.surveymonkey.co.uk/r/7DH98GL>

**The equal opportunities form is anonymous and separate to your application.**

The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge, experience and competencies we are looking for in the successful candidate are listed in the person specification.

Please do not attach a CV, references or educational certificates to your application form. Applications in the form of CVs will not be considered.

The closing date for receipt of completed applications is **12pm on Monday 10 October**. We regret that applications received after that time cannot be considered. Interviews will be held on Thursday 20 October. Reasonable adjustments will be accommodated where possible.

Shortlisted candidates will be contacted by phone or email and invited to attend. The selection process will include a written application form and panel interview. If you require any different arrangements at any stage of the selection process, please fill in the relevant section of your application form or contact Craig Jones at [craig@southlondongallery.org](mailto:craig@southlondongallery.org) or 020 7703 6120

We particularly encourage and welcome applications from people from backgrounds which are underrepresented in museums and galleries, including people from low-income backgrounds, people from Black, Asian and ethnically diverse backgrounds and disabled people.

We are a registered Disability Confident employer and guarantee to interview all disabled applicants who meet the criteria listed in the person specification and demonstrate relevant experience, and to appoint on the basis of objective criteria.

After interviews, if it is necessary to select between candidates of equal merit, where known, we may select a candidate from a group that is underrepresented within our workforce.

Unfortunately, we are unable to write back to all applicants at the shortlisting stage, or to give specific feedback on why you have not been shortlisted. If you do not hear from us by Thursday 20 October, please assume that you have not been shortlisted in this instance.

If you have any queries regarding the process or the role please contact Craig Jones, HR & Administration Manager on 020 7703 6120 or at [craig@southlondongallery.org](mailto:craig@southlondongallery.org)

Thank you for your interest in the South London Gallery. We look forward to receiving your application.

Craig Jones  
HR & Administration Manager



## South London Gallery

The South London Gallery (SLG) is a locally, nationally and internationally recognised centre for contemporary art with an acclaimed and award-winning education programme. Founded in 1891 as a purpose-built gallery, the original site has expanded to include the Clore Studio, a flat for artists in residence, and a café (since 2010); an artist-designed garden (opened in 2016); the Fire Station (opened in 2018); and Art Block, a space for local children and families on Sceaux Gardens estate.

Since its first expansion in 2010, the gallery has grown from welcoming 25,000 visits per year to over 150,000. The SLG is embedded in the local community with a programme that reflects art practices today, supports artists and commissions new work.

***The gallery has a rigorous international programme, but still feels very local. It is very much about the area and the people that live around it.***

*Ryan Gander, Artist*



The year-round exhibitions programme showcases the best in international contemporary art, complemented by an events programme for people of all ages and interests. The gallery's emphasis is on presenting new work by British and international artists, often by those who have rarely or never had a solo show in a London institution. Group shows bring together works by established and lesser-known British and international artists, whilst an ongoing residency programme provides opportunities for artists to develop new work and exhibit at the SLG.

***The South London Gallery is the most innovative art space in the capital, with great contemporary exhibitions.***

*Alicia Burrell, The Sunday Times*

Providing opportunities for learning and participation is at the heart of the gallery's purpose, and each year thousands of children, young people and adults take part in an extensive programme of activities. This includes a peer-led young people's forum; free family workshops; a dedicated creative space for children, artist-led projects and commissions on

local estates; ongoing provision for school visits; and an after-school programme for looked-after children.

The SLG fosters varied perspectives and experiences, encouraging open conversations and active listening practices. We believe everybody is entitled to feel welcome and safe at the SLG, confident to express their authentic selves. We are committed to achieving diversity across our staff, board, programmes and audiences, to reflect society. Our imperative is to create a working environment that enables us to challenge structures and practices, to ensure that diversity is at the forefront of our organisation. We want to be fully inclusive and to proactively counter discrimination. All staff and board members have training and support to ensure we are able to achieve this.

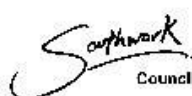
We are therefore particularly interested in applications from people from backgrounds which are underrepresented in museums and galleries, including people from low-income backgrounds, people from Black, Asian and ethnically diverse backgrounds and disabled people.

The SLG is a registered charity, funded by Arts Council England, Southwark Council and Freelands Foundation with additional essential funding from individual donors, companies, trusts and foundations as well as income from our commercial operations.

**[southlondongallery.org](https://southlondongallery.org)**  
**Twitter: [@SLG\\_artupdates](https://twitter.com/SLG_artupdates)**  
**Instagram: [@southlondongallery](https://www.instagram.com/southlondongallery)**  
**Facebook: [@southlondongallery](https://www.facebook.com/southlondongallery)**



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ENGLAND**



 **Freelands  
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## **Job Description**

**Job title:** Schools & Young People's Programme Manager

**Salary:** £25,544 (£31,930 pro rata)

**Hours:** 28 hours per week across, Monday - Thursday

**Contract type:** Fixed term – 6 month contract

**Start date:** Immediate, subject to satisfactory references and a DBS check

**Reports to:** Head of Education

**Line Manages:** Education Coordinator

**Place of Work:** South London Gallery, 65-67 Peckham Road, London, SE5 8UH

### **Purpose of the role:**

The Schools & Young People's Programme Manager is responsible for coordinating and delivering key strands of the SLG's work with children and young people, across both formal and informal learning programmes, schools – which involves primary, secondary and special educational needs schools in the local area; and young people, primarily focused on our weekly young people's forum, Art Assassins.

The SLG's work with children and young people has continually evolved over more than 10 years. Our work with schools includes primary, secondary and special educational needs schools, largely (but not solely) in Southwark. Pupils and teachers have the opportunity to take part in a programme of artist-led activities and events which are inspired by the gallery's exhibitions programme. Workshops and projects are designed to improve pupil's confidence, communication skills and personal development whilst engaging with contemporary art practice and developing critical dialogue. The programme offers an engaging introduction to contemporary art and the SLG, placing an emphasis on sustainable school's partnerships as well as one-off visits.

Our work with young people, particularly our youth forum, Art Assassins, is varied and peer-led. Art Assassins meet regularly, usually on Tuesday evenings, creating a relaxed, social space where they can explore ideas of importance to them, experiment creatively and spend time with their peers. Together the participants decide the direction for their programme of activities. Working closely with professional artists, projects Art Assassins have managed include curating exhibitions and events, forming a political party, devising a screening programme for an online film festival, sleeping in a forest and a project researching a colonial photographic archive, which resulted in a public exhibition and a digital resource for schools.

The appointment is subject to a satisfactory DBS check

## **Key Tasks and Responsibilities**

### **Programme Delivery**

- Managing a broad programme of informal learning events and long-term projects for children and young people.
- Plan, develop and manage Art Assassins, a peer-led young people's group, who meet bi-weekly and are currently producing a large-scale youth event in Spring 2022 in collaboration with an artist.
- Plan, develop and manage Schools workshops and visits including recruitment of artists. Ensuring the Education Coordinator takes care of bookings and liaising with our Operations Manager to coordinate group visits.
- Work closely with the Head of Education on Making Sense, an emergent young-person centred partnership programme building a strategic framework for delivering an anti-racist creative education in schools.
- Explore opportunities to further develop and enrich our existing programmes with schools, young people and communities, making and sustaining contact with key local partners.
- Lead public talks and events to raise awareness of the SLG's innovative projects with children and young people amongst peers and across the sector.
- Programme ongoing talks, events and projects on site at the gallery aimed at supporting young people to develop new skills, enhance awareness, increase employability, ensuring such events are inclusive and accessible.
- Sustain the SLG's approach to working with artists representative of the SLG's broad and diverse audiences.

### **Programme Administration**

- Work alongside the Head of Education to devise, implement and manage new, innovative approaches to youth engagement and recruitment.
- Develop and manage new and existing partnerships with schools, youth clubs, colleges and arts organisations.
- Prepare and manage programme budgets as agreed with the Head of Education.
- Develop and implement consultation, monitoring and evaluation processes for the SLG's work with schools, communities and young people.
- Ensure projects for young people are open and accessible to all in line with the SLG's equal opportunities policy.
- Work with the Communications team to publicise opportunities for schools, young people and other relevant organisations through the SLG's website, mailing lists and social media platforms.
- Work closely with the Head of Education and the Development team to secure relevant funding for programmes, including contributing to funding bids, talking to current and potential funders about the programme and its impact.
- Prepare reports on the schools and young people's programme as required for the Director, trustees and funders.

### **General Responsibilities**

- Be inclusive and anti-racist, and operate in accordance with the SLG's access and diversity, safeguarding, employment, health and safety, equal opportunities and other practices, policies and procedures.
- Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives.
- Attend weekly staff meetings and report on relevant areas of work.
- Maintain a commitment to training and professional development.
- Be an advocate and effective representative of the SLG at private views, previews, other evening and weekend events as appropriate, and at external professional events.
- Act as a keyholder as appropriate and required.

- Have the ability to work evenings and weekends, for which TOIL (time off in lieu) will be given.
- Undertake other duties as may be reasonably required.

### Person Specification

We are looking for a candidate who meets the majority of the following criteria:

<b>Knowledge and Experience</b>
Previous experience of managing education programmes for schools and young people.
Previous experience of using peer-led practice to work with young people
Experience of managing projects with multiple partners
A critical and responsive approach to developing programmes, with a good understanding of the importance of evaluation and reflection
Knowledge of local schools and youth clubs in Peckham & Camberwell and an understanding of the issues facing children and young people in the local area
<b>Skills and Attributes</b>
Excellent verbal and written communication skills; a proven ability to sustain working relationships with a wide range of people, especially young people, teachers and local service providers
Outstanding administrative, IT and organisation skills
An ability to manage projects efficiently and within budget
An ability to prioritise workloads, balance administrative and practical tasks effectively and work to deadlines
A commitment to care and quality when working with people of all ages, needs and experiences, upholding the SLG's equal opportunities and child protection policies
A commitment to developing an inclusive and anti-racist cultural education programme

### Image credits

1. Visitor in Under the Same Sun: Art from Latin America Today, in the Main Gallery in 2016. Courtesy: Solomon R. Guggenheim Foundation and the South London Gallery. Photo: Andy Stagg
2. Katharina Grosse & Stefan Schneider, *Tiergarten*, South London Gallery, 2017, photo: Mark Blower.
3. Big Family Press with OOMK, South London Gallery, 2018. Photo: Manuela Barczewski
4. Visitors to the Back to the Bookplace display in the Fire Station Archive. 2019. Photo: Sam Nightingale
5. *Z'EV: There you go. An evening summoning Rhythmajik*, 2018. Photo: Ben Waggett
6. School visit in the Orozco Garden.
7. Okkyung Lee performance, 2019. Photo: Sam Nightingale
8. Participants in a monthly Big Family Press Open Publishing Session. 2018. Photo: Rosie Reed Gold
9. South London Gallery. Photo: Andy Stagg
10. Fire Station, South London Gallery. Photo: Dan Weill
11. Image: South London Gallery garden by Gabriel Orozco, 2016 (c) Gabriel Orozco. Photo: Andy Stagg