

SLG

APPLICATION PACK FOR DIRECTOR'S ASSISTANT & HR COORDINATOR

Closing date:
Monday 29 June 2026, 12pm



Christina Kimeze, *Between Wood and Wheel*, 2025. Photo Andy Stagg



Leonardo Drew: Ubiquity II, South London Gallery, 2025. Photo: Andy Stagg

HOW TO APPLY

HOW TO APPLY

1. Please **visit** <https://www.southlondongallery.org/jobs/> to download an Applicant Details Form and Application Form.
2. Please **email both completed forms to:** recruitment@southlondongallery.org
3. Please also complete the anonymous, online equal opportunities monitoring form here: <https://www.surveymonkey.com/r/22VQ3Y3>

The closing date for applications is **Monday 29 June, 12pm**. Applications received after that time cannot be considered.

An online information session about the role will take place on **Thursday 18 June, 6pm**. To register, please visit this [link](#).

If you have any queries regarding the process or the role please contact our recruitment team at recruitment@southlondongallery.org

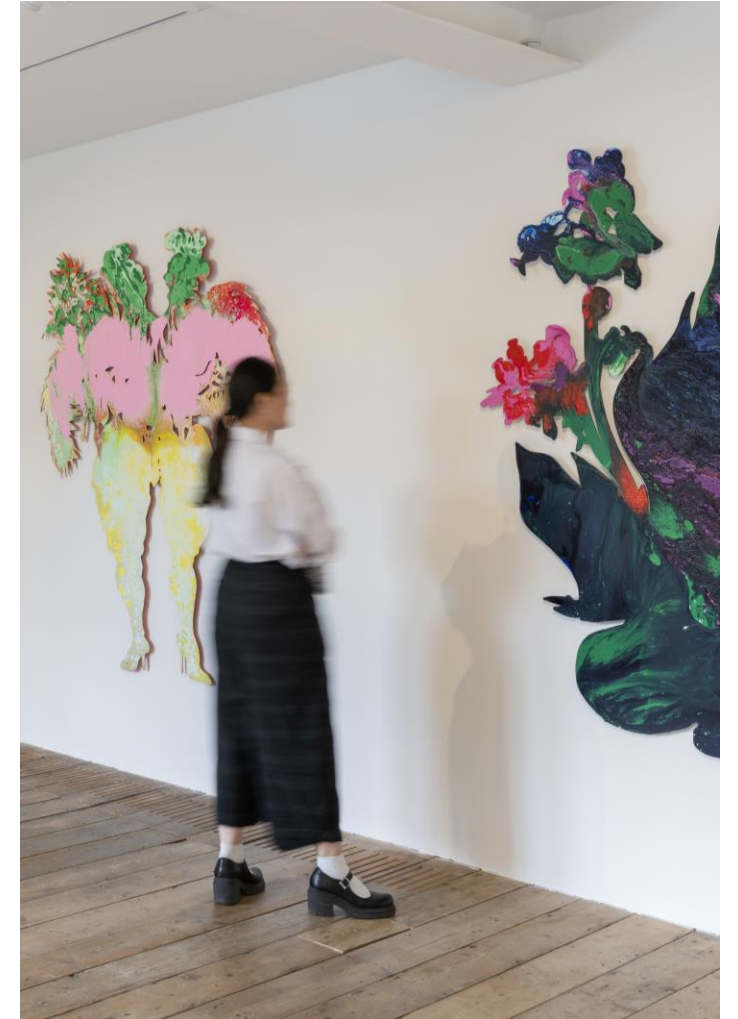
ABOUT

EDI

WHY SLG

JOB DETAILS

CANDIDATE



Firelei Báez: Sueño de la Madrugada (A Midnight's Dream), 2024.
Photo: Above Ground



SOUTH LONDON GALLERY
ART EVENTS
CAFE
SHOP
GARDENS
FREE ENTRY

THE SS MORE EWARDS
SOUTH LONDON ART GALLERY
157-159 AUSTIN STREET

LACOS
5 HILL
AND 3 FEET PILGRIM

COFFEE
FOOD
ITALY

HOW TO APPLY

ABOUT

EDI

WHY SLG

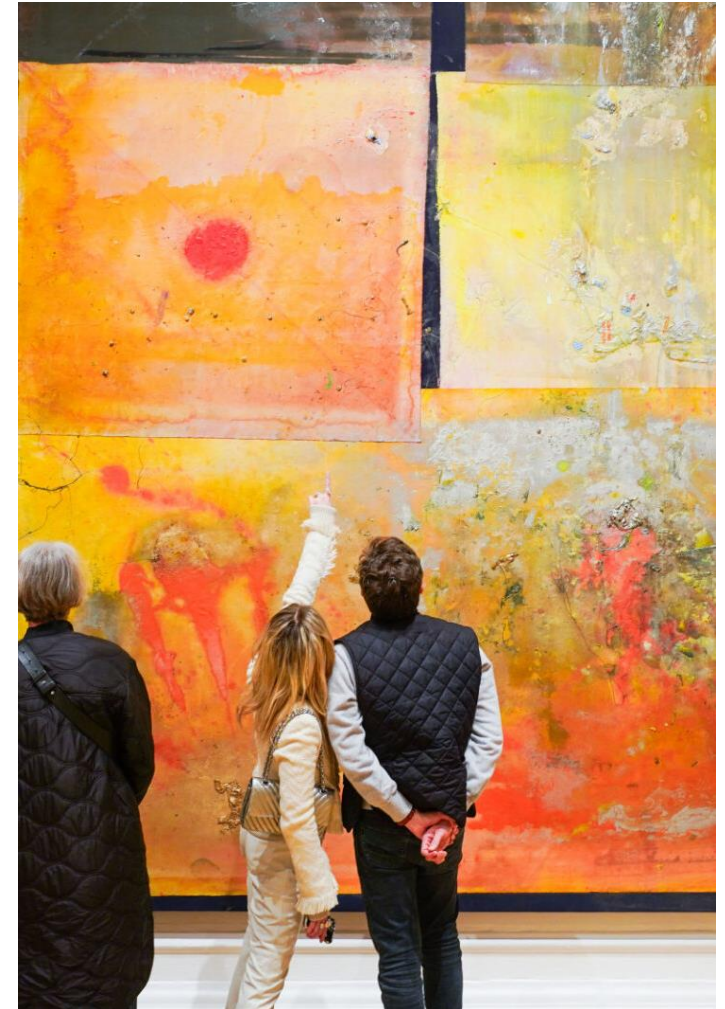
JOB DETAILS

CANDIDATE

ABOUT THE 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 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.



Frank Bowling, Skid, 2024. South London Gallery, Photo: George Groves.

HOW TO APPLY

ABOUT

EDI

WHY SLG

JOB DETAILS

CANDIDATE

ABOUT THE SOUTH LONDON GALLERY

“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.



South London Gallery, Photo: Andy Stagg.



THE PASSMORE EDWARDS
SOUTH LONDON ART GALLERY
AND TECHNICAL INSTITUTE

SWIFT

LAGOS, PECKHAM, REPTON
5 JUL - 29 OCT 2023

HOW TO APPLY

ABOUT

EDI

WHY SLG

JOB DETAILS

CANDIDATE

EQUITY, DIVERSITY AND INCLUSION

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.

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 and confident to express their authentic selves. We are committed to achieving diversity across our staff, board, programmes and audiences, to reflect society.

We aim 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 strive to be **fully inclusive and to proactively counter discrimination**.

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.



Emerging Conversations, 2025. South London Gallery. Photo: Betty Zapata

WHY WORK AT THE SLG

HOW TO APPLY

ABOUT

EDI

WHY SLG

JOB DETAILS

CANDIDATE

1. Competitive salary with a yearly review

2. 26 days annual leave pro rata plus bank holidays – increasing after 5 years' service

3. Union recognition with BECTU

4. Discounts at the SLG's bookshop and cafe

5. Access to discounts at a range of high street retailers and supermarkets

6. Access to free and discounted events including theatre, concerts, comedy and sporting events

7. Cycle to work scheme

8. 6% pension employer contribution

9. Wellbeing support – Employee Assistance Programme & trained Mental Health First Aiders



HOW TO APPLY

ABOUT

EDI

WHY SLG

JOB DETAILS

CANDIDATE

JOB ROLE

Job Title:	Director's Assistant & HR Coordinator
Duration:	Permanent
Hours:	28 hours (4 days per week)
Salary Scale:	£32,591 - £35,524 pro rata
Pension:	6% employer pension contribution
Holiday:	26 days plus bank holidays pro rata
Reports to:	HR Manager

**Appointments are made at the start of the salary scale, with annual pay progression through the scale based on satisfactory performance. The pay scale is reviewed annually in the light of cost of living and operational budgets.*



Nairy Baghramian: Jumbled Alphabet, 2024. South London Gallery.
Photo: Jo Underhill

HOW TO APPLY

ABOUT

EDI

WHY SLG

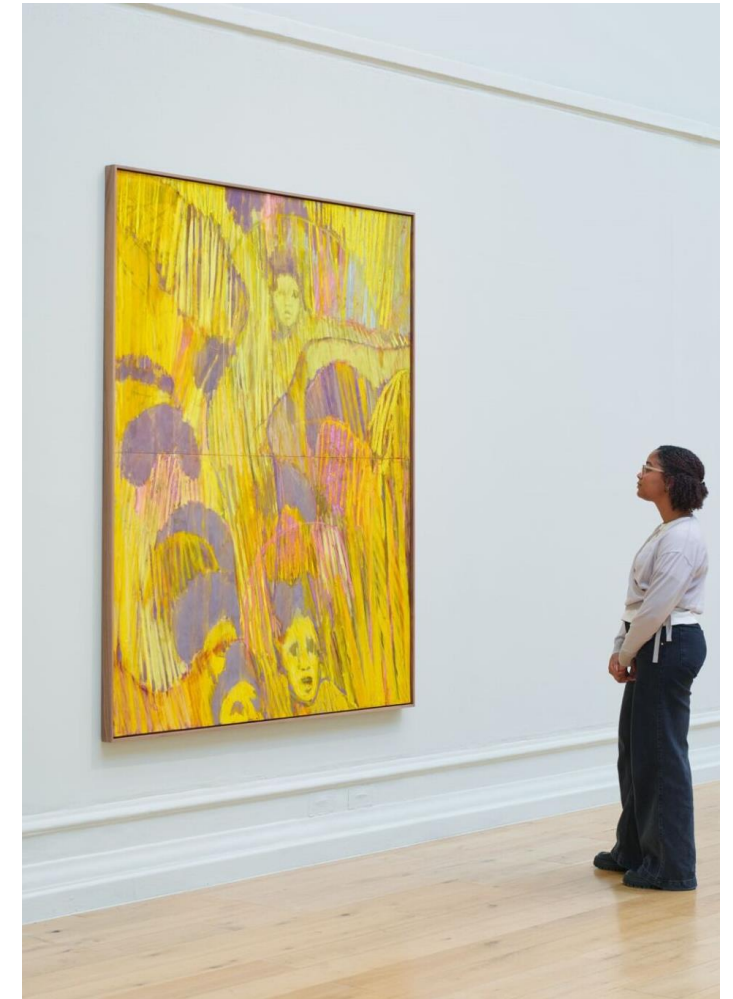
JOB DETAILS

CANDIDATE

JOB ROLE

The South London Gallery is seeking an organised, proactive and personable Director's Assistant & HR Coordinator to provide essential support to both the Director and the HR Manager.

This varied and rewarding role combines coordination and administrative assistance across the SLG's people and culture function with crucial administrative and PA support for the Director. The postholder will play an important role in ensuring the smooth running of day-to-day operations, supporting staff and organisational processes, and contributing to a positive, inclusive and collaborative working environment. This is an excellent opportunity for someone looking to develop their career in people management, arts administration, or organisational development.



Christina Kimeze: *Between Wood and Wheel*, 2025. South London Gallery.
Photo: Andy Stagg



South London Gallery Bookshop. Photo: Dan Weill

HOW TO APPLY

KEY TASKS AND RESPONSIBILITIES

ABOUT

EDI

WHY SLG

JOB DETAILS

CANDIDATE

Employee Relations

- Produce reports and action plans from employee engagement surveys;
- Support the HR Manager and Senior Leadership Team to update and present all HR aspects of the gallery's Equity, Diversity & Inclusion Action Plan, and embed key initiatives;
- With the Deputy Director and HR Manager, ensure a close working relationship with employee forums and the Union (BECTU);
- Provide administrative support for all employee relations matters;
- Take a data-led approach and analyse trends to support decision making related to the People function
- Oversee regular employee engagement surveys, reporting findings to the team and work with the HR Manager to implement effective change in response,
- Contribute to the production of reports for the Equalities Advisory Committee

Recruitment

- Provide financial administrative support to manage recruitment, training & development and general staffing costs
- Coordinate the recruitment process: from applicant support and administration to supporting shortlisting process, arranging interviews and carrying out the onboarding process;
- Support the HR Manager with the induction and leaver process for employees and volunteers and support the induction process for Trustees;

Policies

- Undertake research and benchmarking to support the production and updates of all HR policies in line with legislation changes and industry best practice

HR Administration

- Ensure that the HR systems (BreatheHR and Rota cloud) are up to date and always hold correct information ensuring GDPR compliance at all times;
- Produce all contractual changes paperwork and ensure these are issued, returned and stored accurately;
- Keep accurate records of all employee's annual leave, TOIL and sickness leave for payroll and reporting purposes;
- work closely with the finance team to support the payroll process by providing information to finance on all HR matters that have a pay impact;
- Submit visa applications for artists and keep accurate records relating to visa sponsorship;
- Prepare reports for the board of trustees, liaising across departments to collate content;
- Manage the administration and issue of freelance contracts;
- Support the Deputy Director with keeping registers of Trustees up to date with Companies House and the Charity Commission.

HOW TO APPLY

KEY TASKS AND RESPONSIBILITIES

ABOUT

EDI

WHY SLG

JOB DETAILS

CANDIDATE

Director's Assistant Administration

Provide administrative support for the Director, including but not limited to:

- Diary management and planning
- Financial administration including managing expenses and payments
- Managing travel administration and logistics
- Scheduling and setting up meetings and producing meeting minutes
- Drafting emails and letters as required
- Arranging board meetings and board subcommittee meetings, arranging dates, setting up meeting rooms and providing refreshments
- Updating contacts to the Gallery's database (Beacon) and
- Other general administrative support and research as required

General Responsibilities

- Be inclusive 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 staff meetings, report on relevant areas of work and disseminate information as required;
- maintain a commitment to training and professional development;
- be an advocate and effective representative of the SLG where relevant which may include SLG previews, other evening and weekend events as appropriate and at external professional events;
- have the ability to work occasional evenings and weekends, for which TOIL (time of in lieu) will be given;
- act as a keyholder as appropriate and required;
- and undertake other duties as may be reasonably required



PERSON SPECIFICATION

This is a guide for the kind of skills and experience we would like you to have. We are looking for a candidate that meets the majority of the criteria, but you don't have to meet all the criteria to be considered.

Knowledge & Experience

1.

Previous PA experience

2.

Some knowledge of HR and management best practice

3.

Previous experience of working within the arts or cultural sector

4.

A demonstrable commitment to promoting and delivering equity, diversity and inclusion across all aspects of the SLG

5.

Able to work confidentially, manage deadlines and adapt to changing conditions

6.

Committed to personal development and upholding professional standards

7.

Excellent verbal and written communication skills

8.

Excellent attention to detail and time management

HOW TO APPLY

ABOUT

EDI

WHY SLG

JOB DETAILS

CANDIDATE

This is a guide for the kind of skills and experience we would like you to have. We are looking for a candidate that meets the majority of the criteria, but you don't have to meet all the criteria to be considered.

Skills & Attributes

1.

Proactive and willing to share new ideas and ways of working

2.

Ability to work confidentially and with initiative

3.

Able to manage deadlines and adapt to changing conditions

4.

Hard-working, organised and detail orientated

5.

Committed to personal development and upholding professional standards

6.

Excellent verbal and written communication skills

7.

Excellent attention to detail and time management