

SLG

**APPLICATION PACK FOR
Communities & Learning Programme Manager
(Temporary cover)
3 months fixed term: 18 January - 21 April
Closing date: Monday 18 November, 12pm**



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This application pack for the Communities & Learning Programme Manager position at the South London Gallery includes:

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

How To Apply

Please visit <https://www.southlondongallery.org/jobs/> to download an Applicant Details Form and Application Form.

When you have completed both forms, please email them to:
recruitment@southlondongallery.org

Please also complete the online equal opportunities monitoring form here:

<https://www.surveymonkey.com/r/L9KSJC7>

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

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 **Monday 18 November, 12pm**. We regret that applications received after that time cannot be considered.

Interviews are scheduled for Thursday 28 November.

Equality, Diversity & Inclusion at the SLG

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 based on objective criteria.

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 can achieve this.

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.

If you have any queries regarding the process or the role please contact Craig Jones, HR Manager on 020 7703 6120 or at recruitment@southlondongallery.org

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

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 communities and learning 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.

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.

Why work at the South London Gallery

Competitive salary with a yearly review

26 days annual leave plus bank holidays (pro rata)

Discounts at the SLG's bookshop and cafe

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

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

Cycle to work scheme

6% pension contribution

Wellbeing support – Employee Assistance Programme and trained Mental Health First Aiders



Job Title: Communities & Learning Programme Manager (Temporary cover)

Hours: 28 hours per week (Tues-Fri)

Salary Scale: £35,766 (0.8 FTE - £28,612.80 per annum)

Duration: Fixed term – 3 months, 18 January – 21 April

Pension: 6% employer pension contribution

Holiday: 26 days pro rata plus bank holidays

Reports to: Head of Communities & Learning

The appointment is subject to a satisfactory enhanced DBS check

Purpose of the Role:

This is a fixed term role to cover a period of leave for one of SLG's Communities & Learning Programme Managers.

The role is responsible for managing Art Block programmes for children and young people, including after-school sessions Weds-Friday for ages 6-11 and 11-15. Art Block sessions include artist-led activity, free play, games, cooking and socialising.

South London Gallery's Art Block programme takes place in a dedicated space on Sceaux Gardens estate. The space and activities are established over many years of collaboration with Sceaux Gardens residents, most notably through the SLG's Open Plan programme from 2016 to 2024.

A key part of this role is the management of a coordinator and a team of assistants who support session delivery. This role also includes holding relationships with South London Gallery's close neighbours on Sceaux Gardens, Pelican and other neighbouring housing estates.

About the Communities & Learning Programme

The SLG's extensive Communities & Learning programme engages people of all ages and interests with contemporary art, challenging assumptions about who art is for and reflecting on the role of culture in everyday life.

The programme has grown through long-term relationships with residents living locally. It uniquely connects artists with community members who have been active supporters of the SLG for years, fostering opportunities for innovation, risk-taking, and collaborative programming.

Activities range from children's free play and enhancing social confidence to making, discussing, and reflecting on art. These activities provide fresh perspectives on everyday experiences and explore the role of art in social change.

This approach allows the programme to respond to the needs and interests of local partners, including community groups, schools, public service providers, and charities. By working on

long-term projects, the programme often achieves the most significant impact on people's lives.

The programme is led by three Communities & Learning Programme Managers, each overseeing specific programmes and projects, under the direction of the Head of Communities & Learning. The team also includes one Communities & Learning Programme Coordinator, and a pool of casual and permanent Communities & Learning Programme Assistants.

Key Tasks and Responsibilities:

Programme delivery

- Oversee the Art Block programme for local children and young people, currently three afternoons a week (Wednesday, Thursday and Friday)
- Manage artists and workshop plans, sourcing of materials, production of rotas for Communities & Learning Programme Assistants;
- be proactive in recruiting local children and young people to participate in the programmes, maintaining connections with local schools and organisations;
- manage relationships with Sceaux Gardens and Pelican estates, attending Tenants and Residents Association meetings, where possible;
- enable the use of Art Block as a free community hire space, where possible;

Programme development

- Liaise and consult with people living locally, considering their knowledge and lived experiences to ensure inclusive and responsive programming for children, young people and families;
- sustain the SLG's approach to working with artists representative of the SLG's broad and diverse audiences;
- be inclusive and anti-racist, and ensure that all activities, projects and events operate in accordance with the SLG's policies on: Equality Diversity and Inclusion, Access, Safeguarding, Employment, Health and Safety, Environmental Sustainability and other SLG practices, policies and procedures;
- develop effective publicity and engagement material for Art Block, working closely with the communications team to publicise opportunities for children and young people through the SLG's website, mailing lists and social media platforms; work within the SLG's brand guidelines and sign-off procedures; work with communications staff to ensure the SLG website pages are up to date;
- Oversee the monitoring and evaluation processes for the Art Block programmes;
- Maintaining excellent links with relevant people and organisations, ensuring they are invited to events and activities, and project information is disseminated

Staff Management

- Line manage the Communities & Learning Programme Coordinator, who will support programme delivery and development;
- line manage a team of Communities & Learning Assistants;

Safeguarding

- Ensure the SLG's Safeguarding Policy, is followed in programme planning and delivery;

Administration

- Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives;
- manage programme budgets and in line with the SLG's finance policies and procedures;

- be responsible for health and safety of Art Block activities, on and off site, writing risk assessments and implementing safety measures;
- document the programme as required, including commissioning photography and video, in dialogue with the communications team;

General responsibilities

- Follow developments in the fields of socially engaged contemporary arts practice and the youth and play sectors, keeping informed of research and learning;
- be an advocate and effective representative of the SLG at private views, previews, and at external professional events;
- contribute to other Communities & Learning Programmes, as required
- attend fortnightly staff meetings, report on relevant areas of work and disseminate information as required;
- be able to work evenings and weekends, when required, 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

The Person Specification below is a guide for the kind of 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 and Experience
Strong experience of managing projects and programmes for children and young people
Experience of working with artists and supporting them to delivery projects for children and young people
Strong experience of effective planning and project management, budgeting, evaluation and reporting
Experience of managing staff and freelancers
Experience of managing projects that widen access to arts and culture, working with people with diverse backgrounds and needs
Knowledge of access and inclusion issues relevant to education and the cultural sector
Knowledge of best practice safeguarding procedures and experience of managing and reporting safeguarding incidents
Knowledge of socially engaged contemporary arts practice
Knowledge of schools and youth provision in the local area and an understanding of the issues facing those that live, work and study in the area
Skills and Attributes
A critical and responsive approach to developing projects, with a good understanding of the importance of evaluation and reflection
A demonstrable commitment to prioritising diversity and inclusion across all aspects of work
Excellent interpersonal skills with the ability to deal professionally with a variety of people at all levels
Ability to communicate ideas and information clearly to a range of stakeholders and people on all levels, in writing and verbally.
A proven ability to sustain working relationships with a wide range of people, especially children, young people, and families
Excellent financial management and recording keeping skills with good attention to detail
Excellent administrative, IT and organisation skills
An ability to prioritise workloads, balance administrative and practical tasks effectively and the ability to meet deadlines under pressure
Ability to supervise others and work as part of a team but also alone and unsupervised
Ability to maintain and respect confidentiality of sensitive information
Ability to be flexible in approach to the post and be willing to work outside office hours with time off in lieu (TOIL)

Image credits:

1. Alvaro Barrington, exhibition installation view, 2021. Photo: Andy Stagg
2. The Fire Station, South London Gallery, 2018, Photo: Dan Weill
3. YARA + DAVINA, Goals, 2013, Photo: Lucien Ebongue
4. The Show Is Over, exhibition installation view, 2022. Photo: Andy Stagg
5. Art Block, 2024. Photo: South London Gallery
6. Acts of Resistance, 2024. Photo: Paul Crook
7. South London Gallery garden by Gabriel Orozco, 2016 (c) Gabriel Orozco. Photo: Andy Stagg