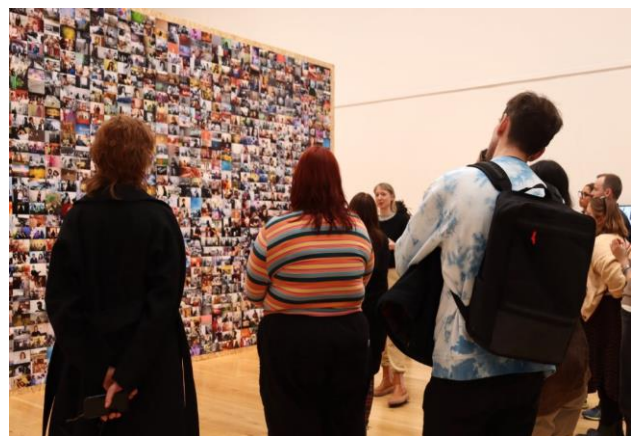


SLG

APPLICATION PACK FOR Communities & Learning Programme Coordinator (Art Block)

Closing date: Tuesday 11 February, 12pm



Supported using public funding by
**ARTS COUNCIL
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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/7WMRDWZ>

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 **Tuesday 11 February, 12pm**. We regret that applications received after that time cannot be considered.

Interviews are scheduled for 26 & 27 February.

Online Information Session

On Monday 27 January at 6pm, we are hosting a free information session on Zoom, offering an opportunity to ask any questions you may have about the role. Sign up to the session here:

<https://www.eventbrite.co.uk/e/1203150508559?aff=oddtcreator>

Attending (or not attending) the session will not influence your application in any way.

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

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 & discounted events – including theatre, concerts, comedy and sports events
- Cycle to work scheme
- 6% pension contribution
- Wellbeing support – Employee Assistance Programme and trained Mental Health First Aiders
- Union membership



Job Description

Job title: Communities & Learning Programme Coordinator (Art Block)

Salary: £29,992 (0.6 FTE - £17,995 per annum)

Hours: 21 hours per week Wednesday – Friday

Contract type: Permanent

Reports to: Communities & Learning Programme Manager (Art Block)

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

Pension: 6% employer pension contribution

Holiday: 26 days pro rata plus bank holidays

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 in the programme 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 four 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.

Purpose of the role:

The Communities & Learning Coordinator (Art Block) works alongside the Communities & Learning Manager (Art Block) to deliver the SLG Art Block programme.

Established in 2017, SLG Art Block is a dedicated space on Sceaux Gardens Estate where young people and their families can make, play, and be creative. The programme stems from years of collaboration with Sceaux Gardens residents, particularly through the Open Plan

programme (2016–2024). This role also involves maintaining close relationships with residents of Sceaux Gardens and Pelican Estates through events and community celebrations.

The Coordinator will also have opportunities to contribute to other SLG Communities & Learning Programmes, including Supersmashers, Art Assassins, Schools, and Families.

The appointment is subject to a satisfactory DBS check

Key Tasks and Responsibilities:

Programme Delivery

- Coordinating the delivery of the Art Block programme for local children and young people, currently operating three afternoons a week (Wednesday–Friday), including assisting with workshop planning, sourcing materials, scheduling rotas, and booking Communities & Learning Assistants.
- Hands on delivery of Art Block sessions and activities, supporting children to participate and coordinating Communities & Learning Programme Assistants.
- Where space and capacity allow, coordinate the use of Art Block as a free community hire space.

Administration

- Take responsibility for own administration tasks
- Supporting financial administration in line with SLG procedures, tracking expenditure and updating budgets
- Supporting with the health and safety of Art Block activities, on and off site, writing risk assessments and implementing actions as agreed;
- Supporting monitoring and evaluation, assisting in recording data during sessions and assisting with reporting for the Director, Trustees, and funders.
- Assisting with documenting project sessions (audio, video, images) and maintaining organised records in accordance with departmental guidelines.
- Acting as a point of contact for the Art Block programme through email and phone.

Programme development

- Assisting with the promotion of Art Block activities locally through collaboration with the Communications team, including distributing flyers, posters, and updates for social media (Facebook, Twitter, Instagram).
- Drafting programme content for event forms, the SLG website, social media, and printed materials for review and sign-off.
- Be inclusive and anti-racist, and operating 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;

Safeguarding

- Reporting safeguarding incidents or concerns to the Communities & Learning Manager or Head of Communities & Learning.

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.
- Support and contribute to talks, symposia and conferences where appropriate, acting as an advocate for the SLG and its programmes.
- 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.
- Contribute to other Communities & Learning Programmes, as required, and collaborative programming e.g. SLG Windrush Day.

- Attend 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.
- Undertake other duties as may be reasonably required.

Person Specification

The Person Specification below 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 and Experience
Experience of working on creative projects with children and young people
Experience in project administration, including planning, budgeting, evaluation and reporting
Experience of working with artists
Experience of working on projects that widen access to arts and culture
Knowledge of access and inclusion issues relevant to education and galleries
Knowledge of safeguarding practice and procedures
Knowledge of contemporary art and socially engaged practice
Knowledge of schools and youth provision in the local area and an understanding of the issues facing young people that live, work and study in the area
Skills and Attributes
Excellent administrative, IT and organisation skills, with strong attention to detail
Ability to communicate ideas and information clearly to a range of stakeholders and people on all levels, in writing and verbally.
An ability to prioritise workloads, balance administrative and practical tasks effectively and the ability to meet deadlines under pressure
Excellent interpersonal skills with the ability to deal professionally with a variety of people at all levels
Ability to supervise others and work as part of a team but also alone and unsupervised
A proven ability to sustain working relationships with a wide range of people, especially children and young people.
A demonstrable commitment to prioritising diversity and inclusion across all aspects of work
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