

# Job Application Pack Programme Assistant



Photo: Abiola Remi-Lawal

Role: Programme Assistant

Reports to: Head of Education

Salary: £33,639 per annum

Hours of work: Full time, 40 hours per week.  
Typical working hours will be Monday to Friday, 10am to 6pm, however due to the nature of the role some evening and weekend work will be required for which TOIL can be claimed.

Location: Freelands Foundation offices in Central London

Contract: Permanent

Benefits include: 25 days annual leave, plus UK public holidays. Employer pension contributions of 6%. Critical illness insurance, group income protection and life assurance schemes. Cycle to work scheme.



## About Freelands Foundation

Freelands Foundation champions art education. Freelands Foundation believes in the intrinsic value of art and that making is fundamental. Its vision is to increase the status of art education, enable equality of access and promote material literacy.

The Foundation supports this important work in formal education settings, in galleries and art organisations, and by learning through artistic practice. Its charitable programme provides vital funding through grants, awards, fellowships and residencies. It also commissions innovative action research to inform the Foundation's future support and to help make progress across the sector. At the Foundation's home in London, as well as online, there is a programme of lively discussions, workshops and events for teachers, artists, gallery and art professionals, alongside a growing library of inspiring art education resources.

Freelands Foundation was set up in 2015 by Elisabeth Murdoch. It is a registered charity (number 1162648).



Photo: Matthew Blunderfield



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## About the role

Freelands Foundation is looking for a Programme Assistant to support its programming activities. This is an exciting new role for an enthusiastic individual early in their career, providing experience across the work of multiple teams. This opportunity is perfect for someone eager to learn more about art education and the work of charitable foundations.

The successful candidate will support the administration and running of its in-house programme and projects with partner organisations. This includes supporting the delivery of public events and workshops, as well as assisting in the smooth operation of the Library. In addition, the Programme Assistant will assist in the effective running of open calls for off-site programmes and grant application processes.

The Foundation is looking for someone who is organised, adaptable, and able to work across multiple types of activities as needed.



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## Role Responsibilities

### Public Programme

- Support the delivery of public events, workshops, and discussions across the Foundation programme.
- Assist the team in the planning and preparation of events and workshops, including setting up and clearing away equipment, materials and refreshments.
- Provide operational support to the programming team during the installation and running of exhibitions.
- Work with the Building and Operations Manager to effectively manage stock and resources across events and ensure health and safety standards are complied with.

### Administration

- Monitor inboxes and respond to email enquiries with support from the programming team.
- Assist with the administration of Open Calls, including filing, collating applications, communicating with applicants, and inputting data to Salesforce and Microsoft Excel.
- Provide support in maintaining team calendars and communicating reminders ahead of key deadlines.
- Prepare printed materials required for meetings, plus taking notes and actions to share with attendees.
- Carry out desk-based research on the art education sector.

### Library

- Support the maintenance of the library, including archiving books, magazines and journals.
- Coordinating the receipt of new acquisitions and donations.



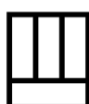
## Candidate Specification

### Essential

- An interest in art education and arts funding, with knowledge of the wider visual arts sector.
- Excellent written and verbal communication skills, including the use of Microsoft Office tools.
- Capability to manage and prioritise multiple tasks efficiently.
- Ability to work and communicate effectively across teams.
- Excellent organisational skills.
- Interest and experience working directly with the public.
- Flexible and hard-working attitude.

### Desirable

- Track record of supporting successful events and working with Front-of-House staff.
- Experience in using Project Management, Customer Relationship Management, and Digital Asset Management tools.
- Knowledge of Health and Safety best practice.



## How to apply:

Please email the following to  
[recruitment@freelandsfoundation.co.uk](mailto:recruitment@freelandsfoundation.co.uk):

- A CV (maximum 2 pages)
- A covering letter (maximum 2 pages) outlining your suitability for the role and your motivation for applying
- Contact details for two referees, who will be contacted post-selection

## Closing date for applications

10am, Monday 23 February 2026

## In-person Interviews

Thursday 5 and Friday 6 March 2026

The appointment is subject to an Enhanced DBS check. Only candidates who pass the check will be offered employment.

Freelands Foundation is committed to anti-racism and to addressing inequality in the art sector. We warmly welcome applications from Black, Asian and ethnically diverse candidates, as individuals from these backgrounds are currently underrepresented at all levels of our organisation.

If you require adjustments for any part of the recruitment or selection process, including an alternative format for the job description or job advert, please contact [recruitment@freelandsfoundation.co.uk](mailto:recruitment@freelandsfoundation.co.uk) and we will be happy to accommodate your access requirements.



