

Job Application Pack Freelands Award Programme Manager



Photo: Abiola Remi-Lawal

Role: Freelands Award Programme Manager

Reports to: Chief Operating Officer

Salary range: c.£45,000, FTE

Hours of work: 3 days per week

Location: UK-based flexible working arrangements, with regular attendance at our Errol Street office in London for meetings and events; plus, UK-wide travel for the judging phase, for which expenses would be reimbursed.

Contract: Fixed-term 12-month initial contract, with the possibility of renewal for up to five years, subject to performance and funding available.

Benefits include: 25 days annual leave (pro rata), 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 across the United Kingdom. We believe in the transformative power of visual arts education and work to support exceptional practice in galleries and visual arts organisations. Through our programmes, grants and advocacy, we celebrate commitment to progressive approaches in art education and amplify sector-leading practice that demonstrates real impact on communities and individuals.

About the Freelands Awards

In 2026, Freelands Foundation is relaunching the Freelands Awards to celebrate and showcase exceptional commitment to art education by galleries and visual arts organisations across the UK. Over the next 5 years, the Foundation will deliver an annual high-profile nationwide Awards programme that aims to inspire and drive change in the cultural and education sectors. Currently under embargo until public announcement, more detailed information on the programme will be shared at the interview stage.



Photo: Matthew Blunderfield



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The Role

We are seeking an experienced and passionate Programme Manager to lead the delivery of the Freelands Awards. This is a unique opportunity to shape a high-profile awards programme that will champion art education and help create lasting sectoral change. The Programme Manager will oversee all aspects of the Awards cycle, from application processes through to winner announcements and case study production, working closely with the Foundation team, independent jury members, and the short-listed and award-winning organisations.

Reporting to the Chief Operating Officer, the Freelands Awards Programme Manager will work collaboratively alongside Freelands Foundation's Communications, Digital, and Grant-making teams to deliver the Freelands Awards programme.

Length of contract

Please note this is a fixed-term position. While there may be a possibility of renewal, this is not guaranteed. Renewal decisions will be at the discretion of the employer and based on performance and funding availability. The post does not carry any expectation of continued employment beyond the stated contract term.



Key Responsibilities

Programme Management and Delivery

- Lead the end-to-end delivery of the annual Freelands Awards cycle, ensuring all key milestones and deadlines are met
- Deliver the application process in collaboration with the Grants team, including coordinating responses to application queries as well as the assessment process
- Manage the Awards timeline, simultaneously coordinating multiple workstreams including application and judging processes, judges' site visits, announcements and events
- Oversee and manage the Awards budget, providing periodic reports to the Head of Finance and Operations, and ensure the project is delivered within the agreed financial parameters
- Oversee and manage the Awards announcement event in collaboration with the Building and Operations Manager, including managing and liaising with a range of external suppliers, such as venue hire, technical support, caterers, lighting technicians, event producers, photographers and videographers
- Collaborate and work effectively with a range of stakeholders, colleagues and external suppliers to deliver the Awards

Judges and Stakeholder Management

- Coordinate the recruitment, briefing and ongoing support of and communications with the Awards judges
- Organise and facilitate judges' meetings, site visits to short-listed organisations, and final judging session to decide the winners
- Arrange logistics for judges' visits, including travel, accommodation and schedules for site visits
- Build and maintain relationships with applicant and short-listed organisations, providing clear communication, feedback and support throughout the process
- Liaise with directors, teams and participants at short-listed organisations to support the judges

Communications and Advocacy

- Work closely with the Head of Communications to ensure the Awards are embedded within the organisation's wider Communications and Advocacy strategy
- Work with the appointed PR agency to promote the Awards to the agreed target audiences and media
- Work in collaboration with the in-house Digital and Communications teams to realise the assets needed for the Awards cross-platform digital campaign
- Work with the in-house Graphic Designer to develop a visual identity for the programme, and to develop and produce print and digital assets
- Plan and deliver the annual Awards announcement event, working within budget and to a high standard of event production and delivery
- Collaborate with the winning organisations to create compelling and engaging case studies documenting their work, and coordinating with production partners such as



filmmakers, working closely with the Head of Digital to ensure commissioning and production align with the Foundation's Digital strategy and guidelines

- Support the Freelands Foundation's broader advocacy work by using and re-purposing Awards content for different audiences and needs

Monitoring and Evaluation

- Reflect on and assess the effectiveness of the delivery of the Awards in collaboration with key members of the Foundation team
- Document learning and insights throughout the Awards cycle to inform future iterations
- Contribute to the Foundation's strategic action research objectives by ensuring case studies capture innovative sector best-practice
- Prepare reports for the Freelands Foundation team, trustees and stakeholders on programme progress and outcomes as required
- Ensure compliance and integration with the Foundation's existing monitoring and evaluation requirements



Candidate Specification

Essential

Experience

- Proven track record of managing complex projects from inception to completion, ideally including awards programmes, grant-making, or similar initiatives
- Experience working with arts organisations, galleries, or cultural institutions
- Demonstrable ability to manage budgets, timelines, and multiple stakeholders
- Experience coordinating panels, committees, or judging processes

Skills and Knowledge

- Excellent organisational and project management skills with strong attention to detail
- Proven experience of delivering or supporting the delivery of events
- Outstanding communication skills, both written and verbal, with the ability to engage diverse audiences
- Strong relationship management skills and ability to work collaboratively and empathetically with internal and external stakeholders at all levels
- Understanding of the UK visual arts sector and current issues in arts education
- Budget management and financial monitoring capabilities
- Proficiency with project management tools and standard office software

Personal Attributes

- Passionate about art education and its transformative potential
- Self-starter able to work independently while being a collaborative team player
- Problem-solver focused on finding practical solutions to issues
- Diplomatic and professional approach to sensitive situations
- Commitment to equity, diversity and inclusion

Desirable

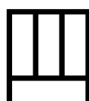
Experience

- Previous specific experience delivering awards programmes or competitive funding schemes in the arts sector
- Experience working within or closely with foundations, trusts, or grant-making organisations
- Knowledge of arts education practice and pedagogy
- Experience producing case studies, reports, or advocacy materials
- Event planning and delivery experience
- Experience working with filmmakers or content producers



Skills and Knowledge

- Specific project management training or qualification, such as PRINCE2, and knowledge of work management tools, such as Asana
- Understanding of impact evaluation and monitoring frameworks
- Knowledge of the charitable sector
- Existing networks within the UK visual arts and gallery sector
- Experience with stakeholder mapping and engagement strategies



How to apply:

To apply, please email the following to 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 professional referees, who will be contacted post-selection

We are open to proposals from freelancers and consultancies on how they would fulfil this role in a more independent capacity on a contract for services basis (not a contract of employment); if you would like an informal discussion on how you would like to fulfil the requirements, your availability and fee structure, please email recruitment@freelandsfoundation.co.uk.

Timeline

Deadline for questions on brief

10am, Friday 31st October 2025

Closing date for applications

10am, Monday 10th November 2025

In-person Interviews

Thursday 20th November 2025

Start date

Week Commencing 5th January 2026



The appointment is subject to a basic 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 arts 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 and we will be happy to accommodate your access requirements.



