Art History Link-Up

AHLU Educational Programmes Manager

Job Description / Person Specification, November 2026

SUMMARY

Role: Educational Programmes Manager

Salary: £35,000-£40,000 (depending on experience)

Reports to: Line managed by the Chief Operating Officer (COO), working under the educational direction of the Chief Executive Officer (CEO).

Contract: permanent, full-time (40h per week). Probation period: six months.

Hours and working pattern:

This is a full-time role (40 hours per week). During term time, you will work most Saturdays, leading, teaching or assisting sessions at our partner venues or online, and occasional Sundays (for example during HPQ programme periods, with dates confirmed in advance). Your working days are Wednesday, Thursday, Friday and Saturday, plus either Monday or Tuesday (to be agreed with the COO), giving you two days off each week. In weeks when you also work on a Sunday, you will receive an alternative day off. On weekdays, you will work from our Central London office on Tuesdays, Wednesdays and Thursdays, and from home on Mondays and Fridays, so you will be in the office three days a week if you work Tuesdays, or two if you work Mondays. At least one free weekend per month is guaranteed during term time.

Outside of term time, the role operates on a hybrid basis, Monday to Friday, working from home on Mondays and Fridays and from our Central London office on Tuesdays, Wednesdays and Thursdays.

Time Off In Lieu (TOIL) will be granted for any time worked beyond your contracted 40 hours or outside this agreed pattern. Occasional travel may be required.

Holidays: 25 days' annual leave plus UK bank holidays. The office is also closed from 24 December to 1 January inclusive; this closure is in addition to your annual leave.

Pension: Auto-enrolment pension scheme with employer contributions.

Professional Development: Opportunities are provided via an annual training and research budget per staff member, and through AHLU's subscription to The National Council for Voluntary Organisations' digital platform.

The Role

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The Educational Programmes Manager (EPM) at Art History Link-Up (AHLU) plays a central role in the organisation, taking the lead on the design, delivery and day-to-day management of AHLU's educational programmes, including delivering a number of teaching sessions (to be agreed depending on the successful candidate's experience) and supervising and supporting sessions led by the freelance team. The EPM will model excellent classroom practice and maintain high standards of student engagement and achievement across all sessions. The EPM is managed by the Chief Operating Officer (COO), working under the educational direction of the Chief Executive Officer (CEO). The EPM will ensure an inspiring, well-resourced, and smoothly run learning experience for all students, providing operational leadership across teaching, coordination, communications, and logistics in support of the Charity's education and outreach mission.

A key aspect of this role is the effective coordination of a team of freelance teachers and teaching assistants. The EPM will act as the primary point of operational contact for these self-employed professionals, agreeing rotas and session dates with them, and creating a well-supported and collaborative environment that respects the nature of freelance working. The EPM will also coordinate the freelance marking team's timelines and quality checks, working closely with our marking partner to complete the marking process.

The EPM will collaborate directly with the CEO, COO, Charity Administrator, and the wider team of freelancers (Lead Teachers, Teaching Assistants, the marking team, and consultants) and volunteers (Mentors), as well as with students, parents or guardians and venue partners, in order to deliver programmes that open up art history to young people from all backgrounds.

Candidates should be comfortable with a weekend-inclusive working pattern and the variation this brings across the academic year, as described in the summary section. We offer professional development and training, a supportive working environment and the opportunity to make a meaningful contribution to arts education and outreach.

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The Job

Responsibilities: Take the lead on managing the design, delivery and day-to-day running of AHLU's educational programmes, and provide operational leadership across teaching, freelance team coordination, resources and logistics, student communications, and programme administration. Key tasks include:

Programme Delivery and Teaching:

- Delivering a number of art history teaching sessions (to be agreed with the COO and/or CEO, depending on experience), and supervising and supporting the sessions led by Lead Teachers and Teaching Assistants to maintain high quality across all programmes.
- Developing and adapting existing lesson plans, schemes of work, and learning resources suited to diverse student needs and year groups.
- Modelling excellent classroom practice and maintaining high standards of student engagement and achievement.
- Overseeing and supporting the delivery of the Art History for Everyone programme (A Level and Extended Project Qualification, EPQ) and HPQ (Higher Project Qualification) programmes.
- Ensuring that programmes, schemes of work, and lesson delivery are of a high standard, and meet or exceed external assessment requirements.
- Ensuring tracking and ongoing support of project qualifications for both mentors and students, including collating entry material and coordinating the freelance marking team and entry systems.
- Evaluating and monitoring the effectiveness of resources and delivery.

Freelance Teacher and Teaching Assistant Coordination:

- Coordinating the availability of freelance teachers and teaching assistants, agreeing rotas with them, and acting as their main operational contact.
- Communicating clearly and in good time with freelancers regarding session dates, requirements, resources, and any changes to schedules, and ensuring they have the materials, briefings, and logistical information they need ahead of each session.
- Hosting regular online drop-in sessions to provide a flexible and accessible forum for freelancers to ask questions, raise concerns, share updates, and receive guidance, without the expectation of mandatory attendance at fixed meetings.
- Overseeing weekly 'teaching team times' and ad hoc team communications as required.
- Maintaining a shared reference point (such as an online document or resource hub) so freelancers can access up-to-date programme information at any time.

- Building positive working relationships with all freelancers, acting as a reliable and approachable point of contact for day-to-day queries.
- Supporting the training and development needs of the teaching team, including Safeguarding and syllabus knowledge.
- Coordinating and supporting the work and roles of Lead Teachers and Teaching Assistants, including overseeing marking.
- Collecting feedback from freelance teachers and teaching assistants after sessions to inform ongoing programme improvement.
- Liaising with our teaching and learning consultant on reviewing teaching and learning materials.

Resources and Logistics:

- Taking responsibility for the timely procurement, preparation, and organisation of all teaching materials, educational resources, and student stationery.
- Managing arrangements for student refreshments and snacks, ensuring supplies are ordered and ready ahead of each session.
- Maintaining an up-to-date inventory of resources and flagging any shortfalls or requirements to the appropriate budget holder.
- Liaising with venue or facilities contacts to ensure teaching spaces are set up appropriately for each session.

Student Communications and Safeguarding:

- Acting as the primary point of contact for student communications, triaging messages and ensuring all enquiries, messages, and emails are responded to within 24 hours on working days. Cover will be arranged by the COO during leave and closure periods.
- Sending timely reminders, updates, and programme information to students and, where relevant, their parents or guardians.
- Maintaining accurate student records and communication logs.
- Handling any student welfare or pastoral concerns sensitively, escalating where appropriate, and maintaining up-to-date Safeguarding records.
- Following AHLU's Safeguarding Policy at all times, raising any concern promptly, and undertaking appropriate Safeguarding training.

Programme Operations and Administration:

- Ensuring all session rotas and programme schedules are prepared, distributed, and updated in a timely manner, and proactively resolving any operational issues.
- Contributing to programme evaluation, collecting feedback from students and freelance staff to support continuous improvement.

- Supporting reporting and data requirements, including attendance records and programme outcomes.
- Updating the Teachers' Hub, with the support of the Charity Administrator.
- Updating Google Classroom as appropriate with advance teaching and learning resources, homework assignments and marking, recordings, etc.

The Person

Essential Experience:

- Proven experience of teaching or facilitating educational programmes.
- A teaching qualification or an equivalent level of experience.
- Demonstrable experience of coordinating a freelance or self-employed workforce, including scheduling, briefing, and relationship management.
- A degree in art history or a closely related subject, or equivalent knowledge.

Essential Skills and Knowledge:

- Strong written and verbal communication skills, with a confident and professional manner in all student, freelancer, and stakeholder communications.
- Excellent organisational skills, with the ability to manage multiple priorities and deadlines simultaneously.
- Comfortable working in a digital environment and able to use online tools to communicate with and support a dispersed freelance team.
- Willingness to train as Deputy Designated Safeguarding Lead.

Essential Personal Attributes:

- A proactive approach to logistics and resources, ensuring everything is in place before it is needed.
- A commitment to responding to student communications promptly and professionally, within a 24-hour turnaround on working days.
- Genuine enthusiasm for art history and/or arts education, and a commitment to AHLU's mission of making art history accessible to young people.
- Willingness and availability to work on weekends as described above.
- Ability to work flexibly and collaboratively as a key member of a small team.
- A commitment to safeguarding and promoting the welfare of young people.
- A demonstrable alignment with and commitment to AHLU's policies and values.

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Desirable Criteria:

- Knowledge of or experience delivering HPQ or other extended project qualifications.
- Experience working with young people in an outreach, widening participation, or museum/gallery education context.
- Familiarity with art history curricula at GCSE, A Level, or equivalent.
- Experience managing budgets or procurement for educational resources.
- Background in or knowledge of the cultural heritage or museums sector.
- Experience hosting or facilitating online drop-in sessions or virtual support forums.

How to Apply

We are committed to an inclusive and accessible recruitment process. We recognise that traditional application methods can create barriers, so we offer multiple ways for you to showcase your skills and passion.

We offer two application options to ensure an accessible process. Choose the method that best lets you represent your skills.

Option 1: Written Application

- A CV (two pages preferred).
- A covering letter (max. two pages) explaining:
    1. Your passion for our mission.
    2. How your skills and experience meet the role's essential criteria.

Option 2: Video Application

- A CV (as above).
- A short video (max. 5 minutes) answering the same points as the covering letter.

Please send your application to info@arthistorylinkup.org and be sure to include "Educational Programmes Manager" in the subject line of your email.

For any questions please email info@arthistorylinkup.org.

We guarantee that video applications are welcomed and valued equally.

We are happy to make reasonable adjustments for any applicant. Please contact Hafsa Siddiqui (Charity Administrator) at hafsa@arthistorylinkup.org for support.

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Deadline and Decision

Applications will be considered on a rolling basis until the role is filled. We aim to have someone in post by March 2027.

Applications will be reviewed from 5 January 2027. Please note that our office will be closed from 24 December to 1 January inclusive.

Interview process

Shortlisted candidates will be invited to a two-stage interview:

1. An initial online meeting with the charity COO (30 minutes)
2. A second interview in person (1 hour 30 minutes) with the charity's CEO, COO and Charity Administrator at our office in Central London, W1T

Eligibility and references

We are unfortunately unable to offer visa sponsorship for this role. We welcome applications from anyone who already has the right to work in the UK for the hours and duration of the post, without requiring sponsorship.

The selected candidate will be required to provide the names and contact details of two referees.

Feedback

We will acknowledge all applications. However, as we are a small team, we are unfortunately unable to provide individual feedback to unsuccessful candidates.

Inclusion statement:

Art History Link-Up is an equal opportunities employer and welcomes applications from all sections of the community. Our work at AHLU is dedicated to creating a fairer art and education sector. We are on a continuous journey to build an inclusive culture where everyone can thrive. We recognise that people from certain groups face systemic barriers. We are therefore particularly keen to receive applications from disabled, Black, Asian, and Minority Ethnic, and LGBTQ+ candidates, as these groups are currently under-represented in the charity sector.

We provide reasonable adjustments and a fully accessible recruitment process for all disabled applicants who need them.

We are committed to safeguarding and promoting the welfare of young people. An Enhanced Disclosure and Barring Service (DBS) check will be completed on the successful applicant. Our policies are available on our website and upon request.

This job description is intended as a guide and may be subject to adjustment to meet the evolving needs of the organisation.

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About Art History Link-Up

Art History Link-Up (AHLU) provides free, accredited Art History courses for state school students aged 13 to 19 who would otherwise have no access to the subject. Fewer than 1% of UK state schools offer Art History at A Level. Our courses are taught in and through the UK's great collections, in partnership with organisations including the Courtauld, the National Gallery, Sir John Soane's Museum, Waddesdon Manor, the Wallace Collection and Christie's, and with Pearson, whose qualifications our students take.

AHLU was founded in 2016 by Rose Aidin MBE, a qualified Art and Art History teacher. We began with a single Saturday morning course at the Wallace Collection. In our tenth anniversary year, we have reached more than 4% of UK state secondary schools and over 16% of those in London. Our flagship programme, Art History for Everyone, offers Art History A Level over two years and an Art History Extended Project Qualification (EPQ) over one year. Classes take place on term-time Saturday mornings and afternoons, currently in collaboration with the Courtauld, with a classroom at King's College London and a live online option, so that students anywhere in the UK can take part. This year around 65 students are enrolled, a third of them from outside Greater London.

For younger students aged 13 to 15, we have developed Introduction to Art History courses based on the Higher Project Qualification (HPQ), piloted at Waddesdon Manor, the Courtauld and online. With the support of the Rothschild Foundation, we are now creating freestanding resources so that schools can deliver these courses independently, and a new HPQ programme at Sir John Soane's Museum begins in January 2027.

Last year, AHLU alumni were in every Art History undergraduate year group at the Universities of Oxford and Cambridge, and at the Courtauld. More than 20 AHLU alumni have studied Art History at the University of Cambridge since 2020, including four who have just graduated and four who have just begun. Many more go on to study the arts at universities across the UK, and to careers across the arts and creative industries, helping to build a more representative cultural sector.

In October 2026 we marked our tenth anniversary at Spencer House with the launch of a campaign to make Art History accessible to every young person in the UK, with a film and publication, in consultation with communications experts Bolton & Quinn. In February 2027 we will host an Art History Summit at Christie's, our partners and supporters of many years, bringing together policymakers, partners, teachers and students to make the case for Art History in education, and again produce a bespoke advocacy publication. Alongside this, a strategic review supported by the Rothschild Foundation is shaping the next phase of our growth.

The Rothschild Foundation is AHLU's founding funder, and our work is generously supported by a wide range of trusts, foundations, companies and individuals. Rose Aidin leads the charity, supported by a small staff team and a dedicated freelance teaching team. Volunteer EPQ mentors guide our students through their independent research projects.