

Job Description & Person Specification



Arts
Students'
Union

Job Description & Person Specification – Student Staff

Job title:	Arts Programmer
Reports to:	Arts Programme Manager, Arts SU
Responsible for:	Supervision of student staff
Working hours:	Part Time – 28 hours per week.
Salary band:	4
Salary:	£34,022.09 (Pro rata - £27,218)
Location:	Hybrid. A minimum of 2 office days per week, but this may change subject to activity planned. Based across six UAL Central London sites, mainly based at High Holborn, London. Ad hoc events and activity may also occur at locations across London.
Last reviewed:	20/10/2025

JOB PURPOSE

- To work in collaboration with Arts SU teams in the inception and delivery of exceptional art programming ensuring that our offer is in line with the values and needs of our student membership.
- Contribute to the development of the team strategic and operational planning taking in account the need for concurrent high visibility projects and cross departmental working.
- To feed into strategic and operational plans by having a good working knowledge of the creative art sector.
- To support the Arts Programme Manager and work collaboratively as a team of specialists to develop the ever evolving professional development programme and build communities at the colleges.

KEY RESPONSIBILITIES

- Plan and deliver a high quality, diverse, creative arts programme provision that is in line with the values and needs of our student membership. This includes taking the lead in programming both events and exhibitions.
- Coordinate day to day activity within the Arts Programme, supporting the development and delivery of the project including logistics, support and stakeholder management.
- Seek to continuously improve the arts programme based on feedback gathered from members and champion best practices for agile working.
- To ensure that we maintain and review current external relationships with art sector organisations which are beneficial for the creative development of our membership.
- To work in collaboration with the Arts Programme Manager and Arts SU staff to seek out and establish new external relationships and opportunities for our membership.
- Contribute to strategic planning discussions by putting forward evidence-based ideas for improvements to the arts programme.
- Manage, design and deliver external and cross-college collaborative projects as set out by the Arts Programme Manager.
- Support the Arts Programme Manager to seek funding and sponsorship bids to fund new areas of activity.
- To support the promotion of the arts programme including on Arts SU digital channels.
- To be the physical point of contact for projects; to ensure their requirements are met, that all Health & Safety and Fire Regulations are being adhered to, that the event can run safely, and that the reputation of the Students Union is safeguarded.
- To ensure the relevant Risk Assessments are complete, all safety measures are in place and that the reputation of the Students Union is safeguarded during these events.
- To supervise student staff as required.
- Provide a quality customer experience, dealing efficiently and thoroughly with enquiries, sending relevant information as requested and supporting product/outcome leads in their event execution and risk management.
- To take responsibility unsupervised during out-of-hours and off-site events.
- Work closely with Finance colleagues to ensure accurate financial record-keeping, invoicing and any financial administration for event services student groups request.
- Co-ordinate initial discussions on contractual and legal arrangements with product/outcome owners, escalating as appropriate.
- Prioritise identification of low participation groups and targeting resource towards those groups.
- Coordinate reporting progress against targets for student engagement ensuring feedback is recorded and analysed.
- Contribute to the union's strategy for providing opportunities for professional development and networking for our members in conjunction with other Arts SU teams.
- Work closely and collaboratively with other Arts SU teams to deliver cohesive events processes to continually improve event planning and delivery.
- Provide event support and delivery as directed for other associated SU events such as Welcome, Awards, Elections (not an exhaustive list).
- Support the diverse and mobile needs of College based teams, with regard to location of events, activities, hours and patterns of work for example.
- Promote empowerment of the team, ensure that each team member is fully engaged in the project and making a meaningful contribution, and encourage a sustainable pace with high-levels of quality and creativity.

- Work collaboratively with Sabbatical Officer/s, facilitating officer engagement.

General Duties:

In addition, all staff have the following general duties in their job descriptions:

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
- To undertake your own administrative duties.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Development, their role within Departmental Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Fresher's and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff.
- Any other tasks that would be deemed suitable within this role as directed by line manager.

Person Specification

CRITERIA	COMPETENCY	Assessment Type: Application (A), Interview (I), Task/Presentation (T/P)
1. Knowledge		
1.1 Demonstrable understanding of Students' Unions or other democratic / voluntary organisations	Job related knowledge, sector awareness	A
1.2 Knowledge of current themes affecting students in the Further Education / Higher Education sector	Job related knowledge, sector awareness	A
1.3 Sufficient level of creative technical knowledge, and exhibition and event management.	Job related knowledge, technical skills	A + I
1.4 Experienced in an environment of continuous improvement by keeping own skills up to date and developing a depth or breadth of knowledge in a particular area	Job related knowledge, sector awareness	A + I
2. Skills		
2.1 Experience of co-ordinating multiple projects simultaneously using project or agile methodologies with demonstrable successful outcomes.	Communication, personal effectiveness, technical skills	A + I
2.2 Creates engagement through activities which influence and have positive impact on audiences.	Communication, student focused, motivational leadership	A, I + T
2.3 Experience of continually reviewing and accessing a projects success, and implementing changes where necessary.	Continual improvement and seeing the bigger picture	A, I + T
2.4 Has built up experience in events or front-line role and can deal with a wide range of situations or queries with minimal supervision.	Job related knowledge, personal effectiveness	A + I
2.5 Experience of co-ordinating multiple teams with a range of specialties in an environment of fluctuating demands.	Communication, team work, motivational	A + I

	leadership	
2.6 Excellent communication skills, verbal and written, able to put forward views in clear, constructive manner, actively listening to people.	Communication	A + I
2.7 Experience of undertaking activities which lead to a demonstrable increase in the sense of a community.	Student focused, motivational leadership	A
2.8 Networks effectively both internally and externally, building good relationships. Experience of working with multiple stakeholders, demonstrable ability to collaborate and develop solutions.	Communication	A + I
2.9 Excellent customer care skills (for dealing with UAL members, colleagues, University personnel, external agencies).	Communication	A + I
2.10 Able to work independently and co-ordinate processes, productive and accurate in output.	Personal effectiveness, accountability	A + I
2.11 The ability to work within an effective and high impact, high visibility team.	Continual improvement and seeing the bigger picture, results focused	A + I
2.12 Develops the use of systems and software to drive forward efficiency.	Technical skills	A + I
3. Behaviours		
3.1 Understanding of equality and diversity and the relevance to students' experience.	Inclusivity	A + I
3.2 Desire to work within a democratic, student-led environment.	Inclusivity, student focused	A + I
3.3 Understanding and commitment to equal opportunities.	Inclusivity, accountability	A + I
3.4 Commitment to using skills and knowledge to help others.	Accountability, continual improvement	A + T
3.5 Demonstrably high standards of personal integrity.	Personal effectiveness	A

3.6 A passion for creative practices and supporting emerging artists.	Inclusivity, student focused	A, I + T
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