

Education & Volunteering Manager

Department: Education & Volunteering

Reports To: Deputy Chief Executive Officer

Job Type: Full-time, permanent role

Location: Hybrid working (usually 2 days per week in Holborn, London)

Salary: £36,000 - £41,000 per annum

About The Arts Society

The Arts Society is a non-profit leading arts education charity based in central London with a mission of enriching lives through art. We operate through a global network of local member Societies bringing people together through a shared curiosity for the arts. The Arts Society's purpose is to foster a vibrant, inclusive and healthy cultural community that celebrates and promotes various forms of artistic expression. More information can be found on our website www.theartsociety.org.

The opportunity

We're looking for an **Education & Volunteering Manager** to join our central office team and support our mission to deliver expert-led arts and educational events as well as cultural and heritage projects through our membership and local societies.

You'll support the Deputy Chief Executive Officer in building and maintaining The Arts Society's Directory of Lecturers, along with planning and running the annual Directory Day. You'll also provide general support for the four Heads of Volunteering and their teams (Arts Volunteering, Heritage Volunteers, Trails of Discovery and Church Recording).

Jointly with the Society & Membership Lead, you will manage the administration of the grants programme and the annual arts competition, along with supporting the wider team in responding to enquiries, calls and emails and other duties to assist in the smooth running of The Arts Society.

What you'll be doing (key responsibilities)

- supporting the recruitment and accreditation of lecturers along with management of the Directory of Lecturers
- providing general support and advice on education-related queries
- updating lecturer-related records on our CRM along with web pages and resources related to the Directory of Lecturers and educational activities

- acting as the first point of contact for queries related to volunteering.
 - providing general support, advice, tools and resources for the Heads of Volunteering and their teams
 - general communications and administrative support for the department
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What you'll bring (skills & experience)

- Experience of database management (desirable)
 - Experience of working with volunteers (desirable)
 - Excellent planning and organisational skills
 - Good people skills, ability to negotiate
 - Ability to self-manage/self-motivate
 - Ability to prioritise activities
 - Ability to develop creative solutions to complex problems
 - Excellent communication skills both written and verbal
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Benefits

- Competitive salary.
 - Generous holiday allowance.
 - Access to shared workspace in central London.
 - Access to arts events and networks.
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Salary range

£36,000 - £41,000 per annum

How to apply

Send a CV and a short covering letter explaining how you meet the requirements in the job description, skills and experience section to hr@theartsociety.org.

The deadline to submit applications is 12pm noon on **Monday 5 January 2026**.

Selection process

Candidates will be assessed against the job description, skills and experience sections using their written submissions. Successful candidates will be invited to a **remote** first interview w/c 12 January 2026. Final interviews will be carried out **in-person** in central London (90 High Holborn) w/c 19 January 2026.

Important notes

Candidates must be based in the United Kingdom and must be legally permitted to work in the UK. Checks will be carried out to ensure the successful candidate has the right to work in the UK before employment is confirmed.

Data Protection statement

Any personal data submitted to The Arts Society in this recruitment process will be held securely and processed solely for the purposes of recruitment. It will be held for the duration of the recruitment process, and if employed by The Arts Society, for the duration of the contract of employment and to fulfil the statutory, or recommended, retention periods when no longer an employee of TAS. The Arts Society will comply with data protection legislation at all times and in line with our GDPR policy.

JOB DESCRIPTION

Title	Education & Volunteering Manager
Employer	The Arts Society
Reporting to	Deputy Chief Executive Officer
Contract	Full-time, permanent role (35 hrs per week). Hybrid working (usually 2 days per week in the London office).

ROLE OVERVIEW

Acting as the main point of contact for education and volunteering enquiries, the Education and Volunteering Manager will support the Deputy CEO in managing the Directory of Lecturers and the annual delivery of Directory Day.

The role holder will be responsible for providing general support, advice, tools and resources for the four Heads of Volunteering and their teams (Arts Volunteering, Heritage Volunteers, Trails of Discovery and Church Recording).

Jointly with the Society & Membership Lead, the Education & Volunteering Manager will manage the administration of the grants programme and the annual arts competition.

DUTIES

Education

The Education and Volunteering Manager will support the Deputy CEO with:

- recruitment and accreditation of lecturers along with management of the Directory of Lecturers
- organisation and delivery of the annual Directory Day
- providing general support and advice to Societies and Areas on education-related queries and issues
- updating lecturer-related records on the CRM platform and managing lecturer-related enquiries and events such as Town Halls
- updating relevant web pages and resources related to the Directory of Lecturers, Directory Day and other educational activities
- administration of the grants and arts programmes (jointly with the Society & Membership Lead)

In addition, the role holder will be the first point of contact for education-related queries including enquiries on the Directory of Lecturers and Directory Day.

Volunteering

The Education and Volunteering Manager will be responsible for:

- acting as the first point of contact for email and phone queries related to volunteering including the four Volunteering arms of The Arts Society (Arts Volunteering, Heritage Volunteers, Trails of Discovery and Church Recording).
- providing general support, advice, tools and resources for the Heads of Volunteering and their teams
- updating relevant web pages and resources for prospective and current volunteers and those related to the Volunteering arms
- general communications and administrative support for the department

Skills and Experience

- Experience of database management (desirable)
- Experience of working with volunteers (desirable)
- Excellent planning and organisational skills
- Good people skills, ability to negotiate
- Ability to self-manage/self-motivate
- Ability to prioritise activities
- Ability to develop creative solutions to complex problems
- Excellent communication skills both written and verbal