

SLG

APPLICATION PACK FOR HR MANAGER

Closing date:
Monday 29 June 2026, 12pm



Christina Kimeze, *Between Wood and Wheel*, 2025. Photo Andy Stagg



Leonardo Drew: Ubiquity II, South London Gallery, 2025. Photo: Andy Stagg

HOW TO APPLY

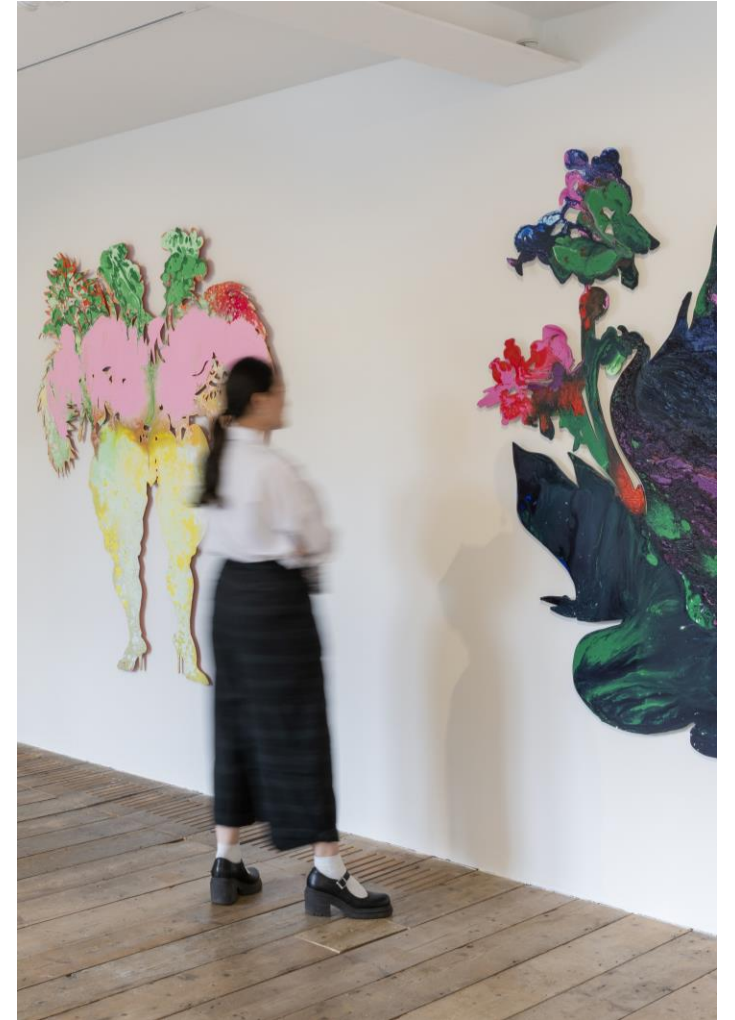
June 2026: HR Manager

1. Please **visit** <https://www.southlondongallery.org/jobs/> to download an Applicant Details Form and Application Form.
2. Please **email both completed forms to:** recruitment@southlondongallery.org
3. Please also complete the anonymous, online equal opportunities monitoring form here: <https://www.surveymonkey.com/r/GXL3C8M>

The closing date for applications is **Monday 29 June, 12pm**. Applications received after that time cannot be considered.

An online information session about the role will take place on **Thursday 18 June, 6pm**. To register, please visit this [link](#).

If you have any queries regarding the process or the role please contact our recruitment team at recruitment@southlondongallery.org



Firelei Báez: Sueño de la Madrugada (A Midnight's Dream), 2024.
Photo: Above Ground



SOUTH LONDON GALLERY
ART EVENTS
CAFÉ
SHOP
GARDENS
FREE ENTRY

THE SS MORE EWARDS
SOUTH LONDON ART GALLERY
157-159 SEAFIELD STREET

LACOS
5 HILL
AND SEAFIELD PILGRIM
159

COFFEE
FOOD
ITALY

ABOUT THE SOUTH LONDON GALLERY

ABOUT

The South London Gallery (SLG) is a locally, nationally and internationally recognised centre for contemporary art with an acclaimed and award-winning education programme.

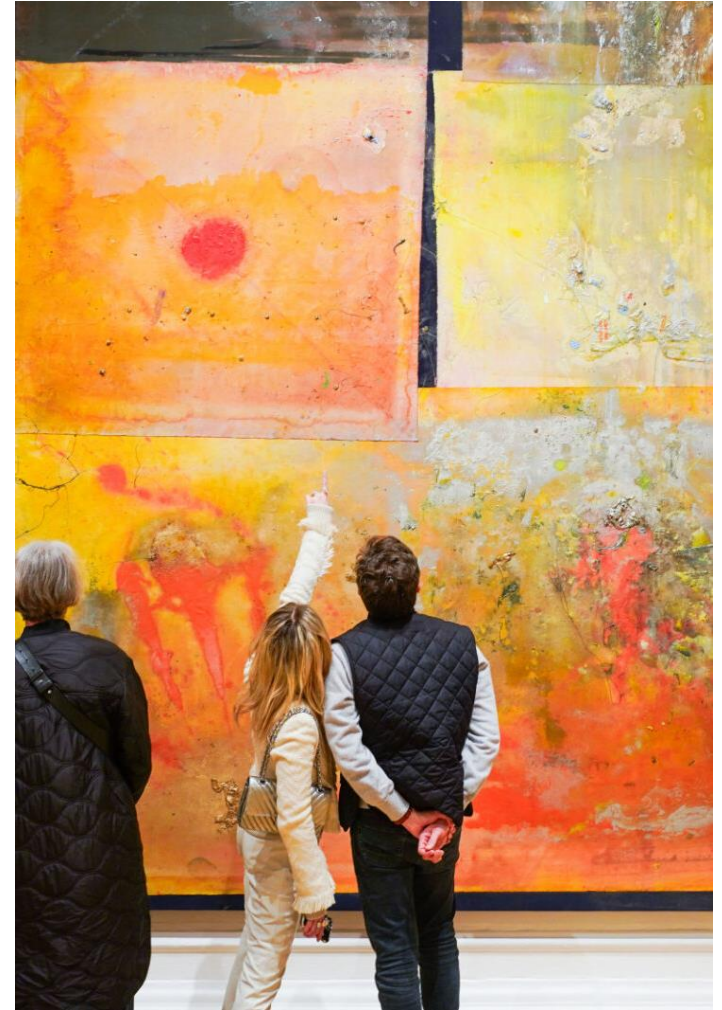
EDI

Founded in 1891 as a purpose-built gallery, the original site has expanded to include the Clore Studio and a café (since 2010); an artist-designed garden (opened in 2016); the Fire Station (opened in 2018); and Art Block, a space for local children and families on Sceaux Gardens estate.

WHY SLG

JOB DETAILS

CANDIDATE



Frank Bowling, Skid, 2024. South London Gallery, Photo: George Groves.

ABOUT THE SOUTH LONDON GALLERY

ABOUT

“The gallery has a rigorous international programme, but still feels very local. It is very much about the area and the people that live around it.”

Ryan Gander, Artist

EDI

The year-round exhibitions programme showcases the best in international contemporary art, complemented by an events programme for people of all ages and interests. The gallery’s emphasis is on presenting new work by British and international artists, often by those who have rarely or never had a solo show in a London institution. Group shows bring together works by established and lesser-known British and international artists, whilst an ongoing residency programme provides opportunities for artists to develop new work and exhibit at the SLG.

WHY SLG

JOB DETAILS

CANDIDATE



South London Gallery, Photo: Andy Stagg.



THE PASSMORE EDWARDS
SOUTH LONDON ART GALLERY
AND TECHNICAL INSTITUTE

SWIFT

LAGOS, PECKHAM, REPTON
5 JUL - 29 OCT 2023

EQUITY, DIVERSITY AND INCLUSION

June 2026: HR Manager

We particularly encourage and welcome applications from people from backgrounds which are underrepresented in museums and galleries, including people from low-income backgrounds, people from Black, Asian and ethnically diverse backgrounds and disabled people.

The SLG **fosters varied perspectives and experiences**, encouraging open conversations and active listening practices. We believe everybody is entitled to **feel welcome and safe** at the SLG and confident to express their authentic selves. We are committed to achieving diversity across our staff, board, programmes and audiences, to reflect society.

We aim to create a working environment that enables us to challenge structures and practices, to ensure that diversity is at the forefront of our organisation. We strive to be **fully inclusive and to proactively counter discrimination**.

After interviews, if it is necessary to select between candidates of equal merit, where known, we may select a candidate from a group that is underrepresented within our workforce.



Emerging Conversations, 2025. South London Gallery. Photo: Betty Zapata

1. Competitive salary with a yearly review

2. 26 days annual leave pro rata plus bank holidays – increasing after 5 years' service

3. Union recognition with BECTU

4. Discounts at the SLG's bookshop and cafe

5. Access to discounts at a range of high street retailers and supermarkets

6. Access to free and discounted events including theatre, concerts, comedy and sporting events

7. Cycle to work scheme

8. 6% pension employer contribution

9. Wellbeing support – Employee Assistance Programme & trained Mental Health First Aiders



JOB ROLE

June 2026: HR Manager

Job Title:	HR Manager
Duration:	Permanent
Hours:	21 hours (3 days per week)
Salary Scale:	£38,313 – £44,492 pro rata
Pension:	6% employer pension contribution
Holiday:	26 days plus bank holidays pro rata
Reports to:	Deputy Director

**Appointments are made at the start of the salary scale, with annual pay progression through the scale based on satisfactory performance. The pay scale is reviewed annually in the light of cost of living and operational budgets.*



Nairy Baghramian: Jumbled Alphabet, 2024. South London Gallery.
Photo: Jo Underhill

JOB ROLE

ABOUT

The South London Gallery is seeking an experienced and values-driven HR Manager to lead and develop an inclusive, supportive and people-centred working culture across the organisation.

EDI

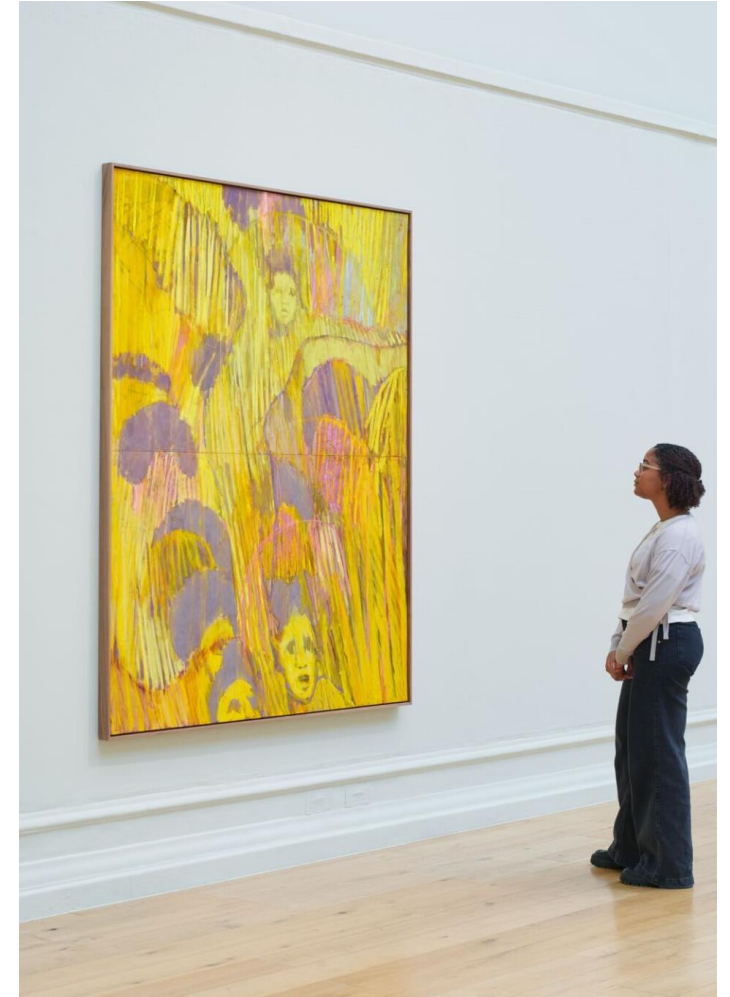
This pivotal role champions employee wellbeing and equity, diversity and inclusion, ensuring that our people policies, practices and culture reflect the SLG's core values. Working closely with staff at all levels, the postholder will play a key role in fostering a culture in which everyone feels valued, supported and able to thrive.

WHY SLG

The HR Manager is responsible for leading the SLG's day-to-day People function and will work closely in collaboration with the Director's Assistant & HR Coordinator to provide support for Line Managers and Senior Leaders across the team. In addition to strategic working, the postholder will lead on processes relating to recruitment, employee relations, training and development, reward strategy and employee engagement.

JOB DETAILS

CANDIDATE



Christina Kimeze: *Between Wood and Wheel*, 2025. South London Gallery.
Photo: Andy Stagg



South London Gallery Bookshop. Photo: Dan Weill

KEY TASKS AND RESPONSIBILITIES

People Strategy & Employee Relations

- ❑ Support the Deputy Director in the development of the SLG's people strategies, including recruitment, staff training, development and appraisals as well as traineeships/internships;
- ❑ Working with the Deputy Director and Senior Leadership Team, evolve and lead on the delivery of the gallery's wellbeing initiatives;
- ❑ Develop, manage, analyse and produce reports and action plans from employee engagement surveys;
- ❑ With the Deputy Director, ensure a close working relationship with employee forums and the Union (BECTU);
- ❑ Proactively seek out opportunities to enhance the gallery's offering to current and prospective employees;
- ❑ Be the point of contact for all HR related matters to the Senior Leadership Team, Line Managers and all employees;
- ❑ Provide advice, guidance and recommendations in relation to all HR matters from a legislative and best practice standpoint;
- ❑ Work closely with the Communities & Learning Programme Managers and Operations Manager to provide HR support for the Communities & Learning Assistant team and Front of House team respectively;
- ❑ Lead on complex employee relations cases, disciplinary and grievance procedures as required, ensuring Line Managers are appropriately supported to ensure best practice is followed consistently and fairly, working with a resolution focused approach
- ❑ Support the Senior Leadership Team with change management as required
- ❑ Line manage the Directors' Assistant & HR Coordinator
- ❑ Take a data-led approach and analyse trends to support decision making
- ❑ Manage HR processes to ensure efficient and effective ways of working;
- ❑ Contribute to and report to the Equalities Advisory Committee, advising Senior Leaders and Board members on HR Metrics relating to the SLG's EDI work and recruitment processes;

KEY TASKS AND RESPONSIBILITIES

June 2026: HR Manager

Recruitment

- ❑ Take responsibility for the recruitment process: from applicant support and administration to managing the shortlisting process, arranging interviews and carrying out the onboarding process;
- ❑ Manage the induction and leaver process for employees and volunteers and support the induction process for Trustees;

Training and Development

- ❑ Support line managers and employees with the appraisal and probation processes;
- ❑ Take responsibility for organising effective training & development opportunities for all staff;
- ❑ Develop training initiatives and organise on-site and off-site training;

Policies

- ❑ Manage the production and updates of all HR policies in line with legislation changes and industry best practice whilst managing any consultation process in relation changes as required and / or desired with Unions and Staff Reps;
- ❑ Manage all HR aspects of the gallery's Equity, Diversity & Inclusion Action Plan, supporting the Senior Leadership Team to implement and embed key initiatives
- ❑ Support the Deputy Director in ensuring GDPR compliance across the gallery and facilitate staff training in GDPR as required;
- ❑ Support the Directors' Assistant & HR Coordinator to conduct regular employee engagement surveys, report findings to the team and implement effective change in response,

Administration

- ❑ Manage budgets for recruitment, training & development and general staffing costs
- ❑ Oversee the administration of HR systems (BreatheHR and Rota cloud)
- ❑ Provide Line Management support for the Director's Assistant & HR Coordinator to ensure accurate employee records are maintained

General Responsibilities

- ❑ Be inclusive and operate in accordance with the SLG's access and diversity, safeguarding, employment, health and safety, equal opportunities and other practices, policies and procedures;
- ❑ Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives;
- ❑ Attend weekly staff meetings, report on relevant areas of work and disseminate information as required;
- ❑ Maintain a commitment to training and professional development;
- ❑ Be an advocate and effective representative of the SLG at private views, previews, other evening and weekend events as appropriate and at external professional events;
- ❑ Have the ability to work evenings and weekends, for which TOIL (time of in lieu) will be given;
- ❑ Act as a keyholder as appropriate and required;
- ❑ Undertake other duties as may be reasonably required.



This is a guide for the kind of skills and experience we would like you to have. We are looking for a candidate that meets the majority of the criteria, but you don't have to meet all the criteria to be considered.

Knowledge & Experience

1.

Previous experience of providing a wide range of HR services and support including supporting line managers

2.

Demonstrable experience of researching, developing and implementing policies

3.

Previous experience of working within the arts or cultural sector

4.

CIPD Qualification –
Level 5

5.

Some experience of managing and developing relationships with Unions and Staff Reps

This is a guide for the kind of skills and experience we would like you to have. We are looking for a candidate that meets the majority of the criteria, but you don't have to meet all the criteria to be considered.

Skills & Attributes

1. A demonstrable commitment to promoting and delivering diversity and inclusion across all aspects of the SLG
2. Proactive and willing to share new ideas and ways of working
3. Ability to work confidentially and with initiative
4. Able to manage deadlines and adapt to changing conditions
5. Hard-working, organised and detail orientated
6. Committed to personal development and upholding professional standards
7. Excellent verbal and written communication skills
8. Excellent attention to detail and time management