

## **South West Fed Role Description – Creative Programme Officer**



### **Main Tasks and Responsibilities**

1. In conjunction with the wider group of officers and under the leadership of the Vice Chair, develop and deliver a monthly programme of online sessions, released quarterly, to:
  - a. Showcase best practice locally, regionally, nationally and internationally
  - b. Highlight issues of relevance to the sector
  - c. Support diversity and broad audience reach of the work of the Fed, pro-actively engaging with a wide range of speakers and organisations to ensure diverse representation and relevance
  - d. Enable those in the sector to network, share learning and collaborate
  - e. Connect heritage organisations from different sectors including museums, art galleries, historic houses, landscape sites, libraries, universities, gardens and parks, etc.
2. Attend and contribute to programming meetings with the Creative programme Officers and Vice-Chair, outside of the board meetings, leading on event delivery for at least one monthly session per year
3. Engage the full board with programme ideas and content suggestions
4. Support the Communications Officer to promote the events and provide post event write ups and reviews, including content from board members, speakers and guests
5. Set up payment systems to facilitate session bookings when leading an event
6. Update the Treasurer with payment details as needed when leading an event
7. Evaluate the programme when leading an event and use this data to inform future programming
8. Regularly review the programme, structure, pricing and approach to consider changes, with the full board

### **Skills, experience and outlook required**

1. Excellent people skills, able to engage people and organisations to deliver an exceptional programme
2. Organised and efficient, able to stick to schedules and take the initiative when required
3. Knowledge of the heritage sector within the South West region, to ensure relevance and appeal
4. Strong IT skills, able to deliver sessions using online platforms, with Q&A sessions also supported
5. Commitment to the South West Fed and to ensuring the Board fulfils its legal obligations as a charity and private limited company

September 2020