

South West Fed Role Description University Relationship Manager



The University Relationship Manager is a key role in the structure of the South Western Federation of Museums and Art Galleries and vital to the success of this organisation. They provide the primary two-way communication channel between University partners and the South West Fed Board as well as our members. The University Relationship Manager is key to promoting membership of the South West Fed to students and promoting opportunities for members to work with universities on new sector led opportunities.

Main Tasks and Responsibilities

All South West Fed Board members are required to act as charity trustees and company directors, responsible under the Companies Acts and the Charities Act for the day-to-day management and administration of the Charity, agreeing to be registered at Companies House and the Charity Commission accordingly.

1. To attend Board meetings and play an active part in the discussions and activities of the South West Fed.
2. To liaise between the South West Fed Board and partner Universities.
3. To work closely with appropriate University staff to identify opportunities for the South West Fed and its membership that support delivery of the South West Fed's vision and mission.
4. To report progress and updates to the Board, to enable those opportunities to be considered (and delivered) through information gathering, research and conversations.
5. To help facilitate delivery of opportunities where appropriate e.g. by being the key point of contact, or using your knowledge and skills to develop shared ideas.
6. To promote these activities both internally and externally, providing comms when needed e.g. website text; blogs; press releases, in collaboration with the Communications and Marketing Secretary and Development Officer.
7. To represent the South West Fed at University events if required.
8. To liaise with the South West Fed Development Officer to ensure information about the partner Universities on the South West Fed website is accurate and up to date. If possible, to upload material onto the pages themselves. To also advocate the universities contributing material to the website.
9. To receive emails from fellow board members and respond as needed.
10. To work closely with the membership officer to recruit new members from within the universities, identifying possible new recruits and taking recruitment literature to all university meetings and other suitable meetings/events.
11. To attend local South West Fed Forum meetings and Annual Conference/AGM if possible

12. To sit on appropriate working groups and sub-committees of the Board to support the delivery of the South West Fed's Forward Plan and represent the South West Fed at external meetings as required.

Skills, experience and outlook required

1. A passion for museums and an interest in the people who work in them
2. A commitment to the South West Fed and a strong desire to increase its impact in the region.
3. The ability to work in partnership/collaboratively or an interest in developing those skills
4. The ability to think and act strategically, especially in relation to identifying appropriate opportunities for the South West Fed, or an interest in developing those skills
5. An interest in the Higher Education sector and the opportunities for heritage within that
6. An interest in the heritage sector in the SW and the role of heritage more generally
7. A commitment to the South West Fed and its membership

Time commitment

The Board currently meets four times a year and there is the preparation for and follow up after the meetings. In addition, there may be regular meetings with University staff as partnerships develop. These can be held in person in various locations across the SW, or via Skype or similar.

Please also refer to the separate "Generic Role Description" document as regards the Charity's mission, governance and general trustee/director expectations and duties.

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