

## South West Fed Role Description – Events Administrator



### **Main tasks and responsibilities**

1. In conjunction with the Creative Programme Officers, and under the leadership of the Vice Chair, support the development and delivery of a monthly programme of online sessions, released quarterly.
2. Attend and contribute to programming meetings with the Creative programme Officers and Vice-Chair, outside of the board meetings.
3. Set up and manage booking and payment systems (currently using Eventbrite).
4. Update the Treasurer with payment details and bookings as required.
5. Manage communications with event attendees, including joining instructions and evaluation surveys, for online events.
6. Attend each monthly event and overseeing its delivery by opening the session on Zoom, admitting participants and supporting the Q&A.
7. Attend Board meetings and play an active part in the discussions and activities of the South West Fed.

### **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. Strong IT skills, able to manage bookings and communications and to deliver sessions using online platforms, with Q&A sessions also supported.

4. Knowledge of the heritage sector within the South West region.

5. A commitment to the South West Fed and its associated policies and practices, a passion for heritage across the sector, and actively building relevant networks beyond the Heritage sector.

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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