

## Job Description and Person Specification

<b>Job title:</b>	Head of Public Programming & Collections
<b>Location:</b>	Based at Charlton House and working across other locations within Royal Greenwich as required
<b>Contract:</b>	Contract to 31 March 2021 Full time
<b>Salary:</b>	c. £35,000 per annum
<b>Reports to:</b>	CEO
<b>Direct reports:</b>	Community Outreach Officer
<b>Criminal Records Check:</b>	Basic

### The Organisation

Royal Greenwich Heritage Trust (RGHT) formed in May 2014 to strengthen the management of important historic buildings and community assets in the Royal Borough of Greenwich. These include Charlton House, the Museum & archive collections of the Borough, Tudor Barn, Eltham, and various memorials across the Borough. Our purpose is to help people find out about and enjoy the history and heritage of the Royal Borough of Greenwich and surrounding area; to conserve the heritage assets in the Trust's care and ensure that these assets – buildings and landscape, collections and archives – and the history of the Royal Borough are shared with as many people as possible. Our regular activities include learning and participation – formal and informal history and heritage learning activities (in reach and outreach); visitor services – public access to our Museum and archive collections and to Charlton House & gardens, exhibitions and events; festival and weddings; care of heritage assets – working with partners to manage the assets in our care; and working with volunteers.

The Trust has a diverse range of stakeholders and audiences including but not limited to Trustees, Royal borough of Greenwich, local amenity groups, community groups, volunteers, families, adults and schools.

### Main Job Purpose

You will be responsible for audience growth on site and meaningful engagement with the heritage in our care. As part of our Leadership Team you will drive strategic change identifying new and growing our existing audiences using your understanding of audience data collection and evaluation. You will balance fundraising and income generating activity. Experience leading a team and working with diverse community stakeholders is crucial as well as your ability to deliver events that generate income. You will understand audiences commercially as well as from a cultural sector perspective. You will lead the successful delivery of our National Lottery Heritage Fund project, 'Meet the Collections' until March 2021 and will support the trust in developing Phase I capital works at Charlton House & Gardens.

## Key Activities

### Audiences & Community

- Strategic lead on delivery of the charity's Audience Development and Activity Plan
- Seek opportunities to develop partnerships to increase access to the heritage in our care in new and innovative ways
- Develop and manage the delivery of an annual programme to community and school's audiences
- Prepare and deliver the audience engagement strategy for the Phase I development of Charlton House & Gardens capital programme
- Establish systems for monitoring impact and ensure programmes deliver the outcomes agreed with funders
- Work with the Communications & Marketing Manager to respond quickly to changing audience data and demographics

### Collections

- Lead the Collections and archive team to deliver the cataloguing backlog project
- Develop the volunteer programme to give the community the chance to work with the collections
- manage researcher access to reading room

### Commercial

- Investigate and trial new approaches to income generating activity and events
- Develop a paid for programme of activity that provides access to the heritage in our care to new audiences

## Leadership

1. Attend Board meetings as required to report on performance against funders outcomes and key indicators
2. Contribute to, and support, the conception and development of new projects that will drive business development and income generation opportunities to deliver RGHT's objectives
3. Represent RGHT authoritatively at a range of high level meetings, events and conferences
4. Take ownership of the Trust's Audience Development & Activity Planning
5. Ensure that your work area supports, and is coordinated with, other strands of activity to achieve the strategic goals of RGHT as identified in the 10 year strategy

## General

- To work as part of a small team and contribute to the overall aims and objectives of the organisation
- To be an advocate for the organisation
- Be accountable for personal development through the appraisal process seeking out opportunities to learn new skills
- All staff are expected to undertake any other responsibilities or tasks that are consistent with their role and/or reasonably required
- All staff are required to operate in accordance with RGHT's values, policies and procedures, including but not limited to, Health and Safety, Data Protection and Child Protection

*This is a description of the job as it is presently constituted. It is the practice of RGHT to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are required to reflect the organisation's needs. This will be conducted in consultation with you. It is RGHT's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.*

*Dated: August 2019*

## Person Specification

Criteria	Essential or Desirable
A relevant academic or professional qualification or equivalent proven experience	Essential
Previous experience in a strategic programming role	Essential
Proven ability to directly produce and manage public content – performance, debate, theatre	Essential
Experience of creating innovative and popular programming with understanding of cross platform activity – events, conferences, exhibitions - for a diverse range of audiences	Essential
Demonstrable experience of delivering content that generates significant return on investment	Essential
Proven experience of developing and delivering community programmes that deliver measurable results to funders	Essential
Awareness of current best practice in the heritage sector	Desirable
Understanding of collections care and or archive requirements	Desirable
Excellent proof reading ability, attention to spelling and grammar on all communications both internal and external	Essential
Ability to proactively identify and act on new opportunities to support the delivery of key outcomes	Essential
Excellent communication skills: clear, effective and authoritative in spoken communication, high standard of written English, ability to write clearly, logically, concisely and appropriately for all audiences; confident public speaking skills; stakeholder engagement at all levels	Essential
Experience of project and financial management	Desirable
Proven ability to deal with all levels of staff and the general public and build internal and external relationships	Essential
Willingness and ability to work outside normal office hours	Essential