



## Saturday Activities Coordinator – Job description

To be responsible for the opening, developing, delivering and supporting activities in the DEI Library on Saturdays.

To support the vision of Saturdays being a key element in the DEI ambition to diversify and increase membership and activities for all ages by offering a relaxed, welcoming and involved atmosphere.

To engage new audiences for the DEI in its historic role as a promoter of Literature, Science and the Arts in the city of Exeter and the county of Devon.

The post holder will work with Partnerships and Programme Committee, DEI staff, Volunteers, Membership Secretary, External Funders and Key partners.

### Key Responsibilities:

- Working with the Project and Programme Manager, draw up and deliver a Saturday Activities programme with agreement of Project and Programme Committee and Board of Trustees, for the future development of the Institution on Saturdays in line with the DEI Forward Plan.
- To initiate and deliver projects aimed at engaging new audiences and new members for the DEI.
- To assume responsibility for volunteer training for Saturday activities where appropriate, in liaison with Project and Programme Manager and the Librarian.
- To keyhold and assume responsibility for the security of the building while on duty.

### Person specification

#### Skills, Knowledge and Experience:

##### Essential

- The post holder must be able to work on Saturdays.
- An outgoing and energetic personality.
- Experience of working within a heritage/cultural organisation, for example a library, historic house, museum or archive

- Understanding of and commitment to the use of digital platforms and an excellent level of IT literacy.
- Able to use social media for marketing purposes and comfortable with website contribution and use.
- Empathy and demonstrable ability to work with volunteers
- Strong organisational and time management skills with the ability to multi task and prioritise responsibilities
- A commitment to customer engagement and diversity of membership

#### Desirable

- Knowledge of Devon and Exeter cultural history
- A subject specialism/research interest relevant to the DEI collection

#### Other duties

- In liaison with the Partnership and Programme Manager, Partnership and Programme Committee and Board of Trustees, investigate additional sources of funding for Saturday Activities.
- Comply with DEI policies and procedures including the Safeguarding Policy.
- This post will be subject to DBS checked
- Any other duties that may be required from time to time, consistent with the general nature of the post and the responsibilities attached to it.