



## Project and Programme Officer

### Introduction

The Devon and Exeter Institution is a thriving independent library and educational charity in the heart of the city. We welcome new members and visitors of all ages. Our founders established the Institution in 1813, in order to promote *'the general diffusion of Science, Literature and the Arts, and for illustrating the Natural and Civil History of the county of Devon and the History of the City of Exeter'*. This resolution remains at the centre of our strategy to this day.

The Institution occupies a Medieval building, originally owned by the Cathedral. It was inherited by the Courtenay family in the 17<sup>th</sup> Century and used as their town house for over 150 years. In 1814, '200 Gentlemen of the City' took ownership of 7 Cathedral Close and adapted the double-courtyard layout to create two elegant Georgian rooms. These rooms functioned as both library and a museum; museum objects were later donated to form the foundation collection of the [Royal Albert Memorial Museum](#) in 1868.

Today our two galleried libraries hold a unique historical book collection, virtually unchanged since 1813, and collections of maps, prints, drawings, fine and decorative art. The [Library](#) and collections lie at the heart of the Institution and provide inspiration and a place for research and reading, educational activities, cultural events and lectures.

The DEI has been an Educational Charity since 1989 and enjoys a close working relationship with the [University of Exeter](#) and other heritage sites across the city. We offer meeting rooms for business [hire](#); our beautiful libraries are also available to [hire](#) for cultural activities and business events. We are open for [public tours](#) every Wednesday afternoon from 1pm – 4pm.

We are very proud that the Institution is embarking on yet another new chapter in its long and vibrant history. In March 2020, we secured a grant from the National Heritage Lottery Fund for "[The Next Chapter](#)". This 3-year project will see us upgrade our current spaces facilities, while also making them more accessible; carry out essential conservation work and a collection review; and increase and diversify our educational and events programmes.

The Institution, like many independent libraries, could not do without its wonderful team of [volunteers](#), drawn from its membership, and Exeter University students. The Institution is cherished by members for its calm and peaceful atmosphere in the heart of the city, and its ability to bring a wide range of people together.

We are seeking an enthusiastic, empathic, practically minded and highly organised team member to help us deliver The Next Chapter project. The post holder will focus on the administration of the Activity Plan and its central vision - to remove cultural, physical and intellectual barriers to access for potential members and visitors. The successful applicant will have a keen interest in learning and engagement in heritage settings and be supportive of the strategic aims of the Institution. This is an externally funded fixed term post for a period of 2 years.

## **Project and Programme Officer**

**Salary:** Within the range £20,000 - £25,000 pro rata, dependent upon skills and experience.

**Hours of Work:** The post is based at Institution for 15 hours per week, across two full days (with occasional flexibility for evening or weekend events).

**Annual leave:** 28 days per annum, pro rata.

**Reports to:** Director

**Key relationships:** The Project and Programme Officer will work closely with the Director (who is also the Project Manager), Librarian and other staff, external experts, members, and volunteers.

### **Position overview**

The Project and Programme Officer will work closely with the Director and as part of a team, to undertake a variety of work relating to the Activity Plan and administration of the Next Chapter project. This will include developing relationships with participants and stakeholders, scheduling and resourcing events and activities, supporting the delivery of activities, updating the website and promoting the project and programme through marketing channels, providing administrative support for grant drawdowns, collating evaluation data for progress reporting and maintaining key milestones within the project.

### **Key responsibilities**

- To administrate and coordinate activities for our target audiences, as outlined in the Next Chapter Activity Plan.
- Support the delivery of workshops and events in a relaxed, welcoming, and involved atmosphere.
- Support participants in the project to co-curate content for our programme and other public dissemination in collaboration with the Director and Librarian.
- In liaison with other staff members, promote the Next Chapter project via our marketing channels.
- Collate evaluation data for the project and contribute to meetings of the Project Steering Group.
- To support the Director with NLHF progress reporting and grant drawdowns.
- Assume responsibility for volunteer supervision for activities, where appropriate.
- Collaborate with the Director and Librarian, to build relationships with and support a team of subject specialists, researchers, and other stakeholders.
- To be a keyholder and assume responsibility for the security of the building while on duty.
- 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.

### **Other duties**

- Attend occasional meetings of the Projects Steering Group and weekly diary meeting, to ensure effective teamworking and collaboration across the DEI
- Undertake various other activities such as ordering materials and collating information for progress reports and grant payments
- Work within the required budgets for the project and have a working knowledge of the income and expenditure associated with it, with the support of the Director.
- Comply with the DEI's policies and procedures, including policies on Fire Safety, Diversity, Equality and Inclusion, and Safeguarding.
- 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.

## **Person specification, knowledge, skills and experience**

### **Essential**

- Team player, able to support the work of other staff members and contribute to developing plans in partnership, but with the ability to work independently as required.
- Experience of administrating grant funded projects.
- Strong organisational and time management skills, with the ability to multi-task, prioritise, and to work on several areas of the project and programme simultaneously.
- A keen interest in diversity, equality and inclusion and current best practice in heritage education, including the interpretation of contested heritage.
- Self-directed and self-motivated, with the initiative to ensure the smooth running of the project development office.
- Empathy and the ability to build relationships with a broad range of people, including people not currently engaging with heritage and people who currently feel excluded.
- Ability to lead and support a team of project volunteers.
- Flexible and open to change with the ability to work successfully to different schedules and to different ways of working.
- Excellent verbal and written communication skills.
- Experience of working within a heritage/cultural organisation, for example a library, historic house, museum or archive.
- Comply with DEI policies and procedures including the Safeguarding Policy. Post holder will be DBS checked
- Understanding of and commitment to the history, charitable aims and vision of the DEI.

### **Desirable**

- Knowledge of Devon and/or Exeter history.
- Research interests relevant to the DEI's heritage collection.