

The Head of Programmes manages the creation and delivery of the JH programme of content which shares Jersey's heritage with the public, advocating for our users and ensuring there is a diverse range of opportunities for people to connect with Jersey's heritage.

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### **Making an impact**

You will lead and support the team creating and delivering the JH programme and content, ensuring a diverse range of opportunities are available to connect people to Jersey's heritage. You will advocate for our users, ensuring their needs are prioritised, and in so doing, increase the social, cultural and economic impact of Jersey's heritage by appealing to both Jersey Heritage users and non-users and introducing new audiences to Jersey's heritage and culture. You will champion interpretation across JH.

### **Programmes**

You will manage the work of the team of people working on events, exhibitions, outreach, site developments, the Geopark project, Jèrriais language promotion, JH Members and website content. In doing so and in partnership with the team, the Head of Programmes will identify and support opportunities for collaboration across the programme and across JH activity. You will work closely with the Curation and Experience Director, Head of Education, Head of Visitor Services and Marketing Manager.

You will consider and manage creative and innovative ways of sharing Jersey's heritage, working with the JH team and with partners in and off Island.

You will consider the Government of Jersey's Heritage Strategy and how JH might meet its goals.

You will create JH policy in your area and measure performance.

You will create and deliver the JH publication programme.

### **Personnel Management**

You will manage the Programmes team, providing support and advice, setting objectives, monitoring performance on a regular basis and within the framework of JH strategy and values. You will ensure the team is trained in relevant and curatorial areas to carry out their duties.

### **Future Planning**

Working closely with the Director and Curation and Experience team, you will plan the future JH programme of exhibitions, events, activities etc. You will consider future research requirements, source and manage outsourced research and researchers. You will work with the Director on considering future budget requirements.

You will identify areas for collaboration across the wider JH team and with external providers.

### **Communication**

Working with the Head of Visitor Services, Marketing Manager, outsourced website manager and Communications Manager, you will seek and provide information to enable the communication of the programme with the public and JH staff.

You will represent JH publicly and/or support team members in all matters relating to the JH programme.

### **Budget management**

You will support the Programmes staff within the Curation and Experience team with management of their delegated budgets. In collaboration with the Director and Curation and Experience team, you will contribute to preparing an annual budget for consideration by the JH Board of Trustees.

### **Fundraising and financial performance**

You will support wider Jersey Heritage fundraising initiatives. You will identify activities which could be sponsored and will work with the outsourced fundraising consultant and relevant staff on preparing sponsorship bids.

You will strive to be efficient and ensure cost effectiveness in all the work that you do.

You will work with the Commercial Operations Manager to identify possible income-generating initiatives and content.

### **Diversity and Inclusion**

You will ensure that all interpretation produced across the programme is accessible and fit for purpose. You will ensure that there are opportunities to share stories from a range of voices, especially those that may have been absent in the past.

### **Evaluation and Development**

During and following completion of projects, you will instigate or participate in project reviews and evaluations seeking feedback, developing and modifying activities to ensure continuous improvement.

You will consider front end evaluation for future projects and any data collection and analysis required to adequately measure impact.

### **Teamwork**

You will be an excellent team player helping to create a great place for your colleagues (staff and volunteers) to work. You will be supportive and helpful to colleagues and volunteers, fostering a culture of good teamwork across the organisation. You will work closely with all other members of the Curation and Experience team and outsourced providers to share knowledge, optimise efficiencies, follow best practice in respect of interpretation and deliver one coherent message.

You will work with the Curation and Experience team to create a rolling, well-balanced programme of events, activities, exhibitions etc. which will increase the social, cultural and economic impact of Jersey's heritage by appealing to both Jersey Heritage users and non-users, seeking to connect more people with Jersey's heritage and in so doing introduce new audiences to Jersey's heritage and culture.

You will work closely with the Volunteer Co-Ordinator to create and manage opportunities for people to volunteer with JH.

### **Maintaining Quality and Standards**

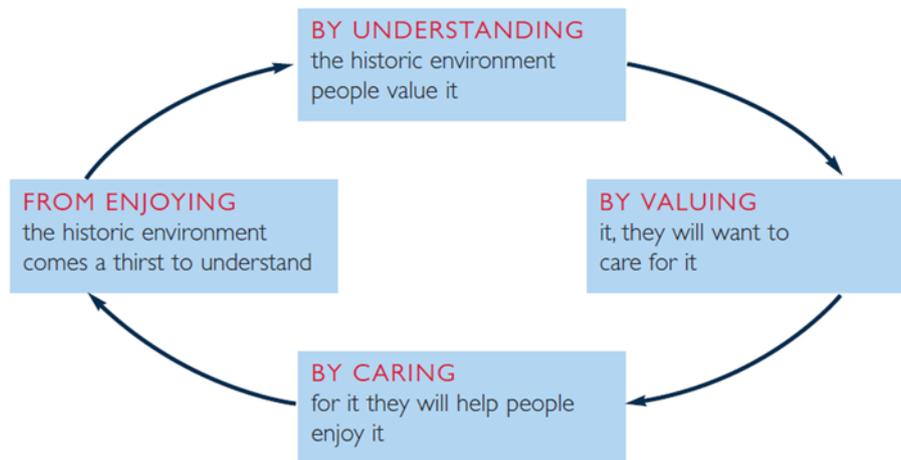
All work undertaken will follow curatorial best practice and be delivered in accordance with agreed internal and professional standards and protocols. You will adhere to and promote the Museums Association's Code of Ethics for Museums and the Archives and Records Association Code of Conduct for Archives.

### **Working Safely and Securely**

You will take reasonable care for your own safety and the safety of others, including the public, staff, volunteers and contractors, by complying with health and safety and other related procedures to manage and minimise risk in daily operations.

**Our strategy**

Jersey Heritage is moving towards the Heritage cycle in conjunction with Government of Jersey's Heritage strategy:



**Scope of the Role**

**Reports to:** Curation & Experience Director

**Location:** Jersey Museum

**Working hours/Pattern:** Full time

**Line management:** 6/7

**Operating budget:** Dependent on projects

**Date of review:** November 2021

### **Knowledge, skills and experience needed**

A relevant museums or heritage qualification

The ability to think strategically, imaginatively and creatively

Educated to degree level, preferably in a relevant subject

Excellent planning, budgetary and delivery ability

Excellent written and verbal communication skills

Excellent interpersonal skills

The ability to manage and motivate people in a supportive and inspirational way.

Strong collaborative, team-working and resilience skills

The ability to create and manage relationships with partners and stakeholders to support programme development

Knowledge of and enthusiasm for Jersey's heritage.

A 'can do' attitude

Experience of managing a team