



HIGHGATE CEMETERY.

FRIENDS OF HIGHGATE CEMETERY TRUST HEAD OF PUBLIC PROGRAMMES

The role

We are seeking a Head of Public Programmes to join our team. This is a new role with funding from the National Lottery Heritage Fund as part of 'Unlocking Highgate Cemetery'. You could join us at a pivotal moment as we reshape the way we work with communities.

As Head of Public Programmes, you will be responsible for establishing and nurturing relationships with community organisations and professional partners at a local, London-wide and national level. You will shape and deliver public programmes that address specific social, cultural and environmental needs, and to ensure we stay connected with relevant communities and stakeholders and maintain a clear understanding of their needs and aspirations.

You will enjoy a high degree of creative freedom in developing programming with partners, and will deliver a diverse range of projects, from temporary exhibitions, to oracy workshops for school children, to coffee mornings and walks for local residents. Whatever the format, you will have a clear understanding of the strategic intention and likely outcomes for the audiences involved.

Day to day your work will involve managing relationships with partners including local schools, residents' groups, youth charities, universities, local councils and healthcare bodies, as well as building new relationships with further groups. You will work with these groups on projects and programmes that respond to their needs in ways that make the most of the Cemetery's landscape and heritage, and the skills of our wonderful volunteers and staff. You will also be responsible for the evaluation of projects.

As a member of the senior management team you will report directly to the Chief Executive and you will also work closely with our Trustees as we implement a fresh approach to

working with communities. From your second year onwards, you will manage and be assisted by a new Learning Officer who you will help to recruit. Your creative, critical thinking around the purpose and nature of our work with varied partners, and around how different communities' needs and experiences are represented and accommodated at the Cemetery, will also shape the work of our Visitor Experience Manager and Volunteering Manager at a strategic level.



HIGHGATE CEMETERY.

JOB DESCRIPTION

Reports to: Chief Executive

Key relationships: Chair and Trustees, senior management team, Friends of Highgate Cemetery Trust members, local networks and organisations.

Contract: Permanent full-time, 37.5 hours over 5 days a week. Based at Highgate Cemetery in North London. We will consider flexible working, including part-time and part-remote working.

Start Date: September 2024 or sooner.

Key responsibilities

- Develop a fully costed Activity Plan to include action plan and a detailed timeline, providing dates for phasing and completion of key activities and milestones for submission to the Heritage Fund as part of our Delivery Phase application
- Co-ordinate development of the Activity Plan to inform other plans, the Interpretation Plan and Business Plan in particular. Insight from the activity planning research and consultation with identified target audiences will be used as evidence to shape and develop an audience led design for the interpretative scheme
- Delivery of the Activity Plan in the Delivery Phase if our application is successful.
- Develop and maintain relationships with local networks, organisations and community groups
- Co-create and deliver programmes with identified partners
- Manage and support our new Learning Officer
- Manage programme and project budgets
- Plan and oversee the evaluation of projects
- Contribute to proposals and reports for funders as required
- Represent communities' interests, needs and ambitions to the Trust's senior management team and trustees
- Be an active member of the senior management team, contributing to organisational strategy, particularly with regard to ensuring an inclusive visitor experience and refreshing our approach to volunteering through contribution to volunteering and training plans for the project
- Contribute to advocacy and communications, building personal relationships with local networks and national heritage and visitor attraction organisations to raise the profile of Highgate Cemetery and communicate the Trust's charitable causes



HIGHGATE CEMETERY.

Skills, Experience and Knowledge

Essential

- A creative approach and positive attitude to increasing participation in heritage
- Experience designing and delivering public programmes
- Experience of building strong relationships with a range of stakeholders
- Knowledge of current best practice in terms of inclusion and diversity
- Excellent verbal and written communication skills, with the ability to communicate in an inclusive manner with a wide range of audiences
- Experience of managing expenditure and budgets
- Highly self-motivated and well organised with an ability to take ownership of our strategy for working with communities, operating strategically while delivering day to day activity
- Creative and resilient, with a passion for heritage
- Flexible and collaborative, and enjoys working in a small team

Desirable

- Knowledge of the local community, including networks and organisations
- Experience of designing and delivering programmes funded by the National Lottery Heritage Fund
- Previous experience working at a museum or heritage site

Could this be you?

Intrigued and excited? We would like to hear from you even if you don't meet all our requirements but still feel you could succeed in this role. Perhaps you are new to culture and heritage, returning to work after a career gap, or considering your next career step? We value candidates with a range of experiences. Please be sure to tell us why you are interested and what you could bring to this role in your cover letter.

HOW TO APPLY

Please complete our online form at <https://wkf.ms/4b1ZGbW>. You will need a CV (2 pages), outlining your interest in this role and why you are suitable. We value concision.

We value diversity and inclusion and welcome applications from candidates with diverse backgrounds. You will be valued for the skills, insight and knowledge you bring.



HIGHGATE CEMETERY.

Opportunities & Benefits

- 8% pension contribution
- 30 days holiday, plus bank holidays
- Employee assistance programme
- Travelcard season ticket interest-free loan
- Salary £45,000 per annum

DEADLINE FOR APPLICATIONS: 9am Wednesday 22 May 2024. We will consider late applications if we can.

First round interviews: Friday 31 May 2024.