

CHARLES CAUSLEY TRUST

PROGRAMME DIRECTOR - JOB DESCRIPTION

1.EMPLOYMENT DETAILS.

Job Title – Programme Director, The Charles Causley Trust.

Responsible To – Board of Trustees, The Charles Causley Trust.

Line Manager – The Chairman of the Trust.

Place of Work – Flexible, but most time spent in Launceston.

Employer – The Charles Causley Trust.

Salary - £16,200 pa (3/5 of FT salary of £27,000 pa.

Hours – Part-time, 3 days/21 hours per week.

Contract – 12 months fixed term with a further 12 months subject to continuation of project funding and possibility of further extension. (There is the possibility of self-employed status if wished and subject to discussion)

Holidays – 12 days plus public holidays.

Pension – 6% employer contribution available subject to negotiation and regulations.

Start Date – The post is project linked and due to start in February/March 2018.

Probationary Period – Two months service.

2.JOB PURPOSE.

To play a key role in aiding the Charles Causley Trust in its main function of preserving and enhancing Causley's poetic legacy, and the maintenance and use of his former home at Cyprus Well, Launceston. This to be achieved mainly through a project called “Fuelling the Flame”, planned to commence in February 2018. This project is funded by ACE and other partners.

3.MAIN DUTIES.

- a) To promote and enhance the legacy of Charles Causley locally, regionally, nationally and internationally.
- b) To work closely with the Trust's Chairman, Secretary and Treasurer in the preparation of relevant agendas and supporting papers for Board meetings – and be in attendance at such meetings and sub-committees as appropriate.
- c) To work closely with the Trust's main partners and continue to develop good relations – especially with Arts Council England (ACE), Cornwall Council, Launceston Town Council, Literature Works, Schools, Colleges and the three local Universities.
- d) To take responsibility for identifying and securing new sources of funding for the Trust.
- e) To assist the Trust in all matters related to their ownership of Charles Causley's former home at Cyprus Well.
- f) To manage the continuing Writers in Residence programme and associated activities and play a role in other appropriate uses of Cyprus Well.
- g) To manage the Charles Causley International and Young People's Poetry competitions and develop new ways of working and promotion.
- h) To manage the Trust's website and on-line activity and wider marketing.
- i) To support the Trust with its new responsibility for the Charles Causley Festival (usually in June) and work closely with the Festival sub-committee of the Trust.
- j) To be responsible for project evaluation for ACE and other partners.
- k) To be responsible for the part-time (3 days per week) Trust Programme Assistant and a University Internee (1 day per week) and direct their work in the most effective manner in the discharge of the above Main Duties and in accordance with their skills and experience.

l) To undertake any other relevant duties as may be requested from time to time by the Trust.

4.PERSON SPECIFICATION.

- a) Education to degree level or equivalent.
- b) Significant project management experience in the literature and/or heritage fields, including budget management and the ability to work with multiple project partners.
- c) Evidence of successful experience in funding for the arts and/or heritage sectors, including the public sector, trusts + foundations, grant bodies and sponsors/donors – allied with the research skills to support such work.
- d) Experience of working with Trustees (or equivalent), member bodies and volunteers and therefore possessing the necessary personal and “diplomatic” skills.
- e) Excellent writing skills including the ability to draft clear, concise papers including funding bids.
- f) Experience in web and social media upkeep, development and management.
- g) Excellent communication and presentation skills together with the necessary personality to be an ambassador for the Trust.
- h) Event management and marketing experience.
- i) Excellent IT skills including Excel, Word and Powerpoint etc.
- j) Significant experience in monitoring budgets, financial record keeping and associated reporting.
- k) Evidence of the successful management and development of other employees.
- l) Ability to plan, prioritise and deliver tasks with the minimum of day to day supervision with adaptability to varying work patterns and out of office hours requirements.
- m) Desirably – a passion for poetry and the arts and knowledge of the work of Charles Causley.

DWF – 25/1/18