



**DURHAM
CATHEDRAL**
THE SHRINE OF ST CUTHBERT

JOB PROFILE

Job Title: Programme Manager

Reports to: Chief Officer - Visitor Experience and Enterprise

Post Reference: VEPM

What is the purpose of the job?

- To lead on the creation of the Cathedral's programme of events based on an agreed annual theme and sub-themes based around three seasons per year.
- To lead the delivery of the Cathedral's programme of themed activities and showcasing the work the Cathedral does to its visitors.
- To work collaboratively across the Cathedral to pull all departments together to deliver one cohesive programme of themed activities.
- To identify key outcomes for each programme in line with the Cathedral's Audience Development Plan.
- To evaluate each programme against its desired outcomes and report performance against these.
- To lead and champion the Cathedral's creative programming in response to the Audience Development Plan.

What is the scope of the job?

- Responsible for working with the Programme Board to develop the Themes and Sub Themes for each year's programme.
- Responsible for planning and leading the Programme Meetings to develop the annual programme.
- Responsible for coordinating the delivery of the Cathedral programme.
- To work with other key departments across the Cathedral to allow the successful delivery of the programme.
- Responsible for working with the Programme Board to agree key outcomes for each year's programme in line with the Audience Development Plan.
- Responsible for evaluating each programme against its desired outcomes and reporting performance against it to the wider Cathedral.

What knowledge is required to perform the job?

- Experience of creating a programme of events.
- Experience of working collaboratively with a wide range of teams.
- Experience of identifying outcomes and evaluation against these outcomes.
- Understanding of audience development and audience segmentation.
- Experience of working with creative partners.
- Experience of commissioning work with third parties.
- Knowledge of the heritage/cultural sector.
- Ability to manage spend to agreed budgets.
- Awareness of sources of external funding and the process to apply for them and their reporting requirements.
- An understanding of the needs and interests of varied stakeholders, including worshippers, visitors, staff and volunteers.
- An understanding of the North East Arts, Heritage and Cultural scenes and have an existing network of contacts in this area.

What are the responsibilities of the job?

- Responsible for working with the Programme Board to develop the Themes and Sub Themes for each year's programme.
- Identify new ways to encourage different audiences to engage with the Cathedral through programming in line with the Audience Development Plan.
- Responsible for planning and leading the Programme Meetings to develop the annual programme, and ensuring that timely next steps are distributed.
- To work with the various Cathedral departments to ensure that they understand what they are going to deliver and that it will be delivered to the programme plan.
- Responsible for coordinating the actual delivery of the programme and resource requirements.
- To raise purchase orders where needed to support the programme.
- To coordinate the procurement of third party creative partners through commissions.
- To manage and track any spend against the agreed budget for each programme.
- To work with the Marketing and Communication department to ensure that timely information is received to allow promotion of the Cathedral's programme.
- To work with the Development department to identify funding opportunities to support the delivery of the programme.
- Responsible for working with the Programme Board to agree key outcomes for each year's programme in line with the Audience Development Plan.
- Responsible for evaluating each programme against its desired outcomes and reporting performance against it to the wider Cathedral.

What competencies are required for the job?

- An understanding of, and empathy for, the Cathedrals mission.
- Ability to work with a wide range of teams with different priorities.
- Analytical with the ability to analyse data and issues and quickly identify and implement solutions
- Ability to swiftly develop enduring relationships to influence and work with colleagues from other teams in the Cathedral in a collaborative manner.

- Strong planning skills and ability to work to deadlines.
- Articulate and natural communicator with the ability to listen.
- Excellent written skills combined with a strong attention to detail.
- Enthusiastic and with a positive mindset to embrace change.
- A creative mindset and a willingness to try and explore new ideas.
- Strong planning and organising skills.
- An ability to work on multiple projects at once and deliver to required deadlines.

All of our people have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of their colleagues.

All of our people have a responsibility to care for their own and others' wellbeing, health and safety.

The above list is not exhaustive and other tasks and responsibilities may be added to the role from time to time.