



CBA YORKSHIRE JOB DESCRIPTION PROGRAMME SECRETARY

OVERALL PURPOSE OF POST

The overall purpose of the post is to arrange a programme of activities, primarily for the membership, to give them new insights into the region's heritage.

MAIN ROLES AND RESPONSIBILITIES

- (1) To take the lead in developing a programme of activities for the membership that fit with the groups educational aims and objectives
- (2) With the support of the Committee, organise at least two events each year. This will primarily (but not exclusively) involve arranging field trips and site visits.
- (3) Build relationships with other groups in the region to collaborate on events

PERSONAL REQUIREMENTS

- (1) A broad knowledge of the region's heritage
- (2) Ability to plan, promote and organise events
- (3) A good communicator with an ability to make people feel welcome at events

PERSONAL DEVELOPMENT

This post will give you experience of:

- (1) Stimulating interest in the region's heritage
- (2) Organising and promoting a variety of events
- (3) Developing strong skills as a communicator