



Birmingham and Warwickshire Archaeological Society

Programming Secretary Role Description

About Us

The Birmingham and Warwickshire Archaeological Society (BWAS) is one of the oldest county-based archaeological societies in the country. Founded in 1870, the society aims to support and raise the profile of the region's archaeological heritage, providing a monthly lecture series, annual transactions and other benefits to members.

Why join us?

This is an exciting time to join us. In February 2020 BWAS was awarded a grant by the National Lottery Heritage Fund for our project BWAS: celebrating its past; finding its new future. The grant has enabled the society to explore its future and create a new vision for the way forward. The Society was first established in 1870 and it is hoped to use the 150th anniversary as a springboard for new partnerships and projects as well as the opportunity to develop a diverse range of activities, events, and community engagement opportunities that not only recruits members but also engages new, more diverse audiences. Joining us as Programming Secretary will give you the opportunity to get involved in our plans for the future, developing an interesting and varied programme of events for members and to engage new, more diverse audiences with the region's archaeology.

Main duties

The Programming Secretary is responsible for taking a lead on coordinating and promoting a programme of activities for members of the Society. The main duties are:

- To work closely with the Membership and Marketing Secretary to provide an attractive and engaging programme for existing and new members of the Society.
- To promote the programme to members, including organising pre-booking where required, working closely with the Membership and Marketing Secretary and other officers responsible for promotion of Society activities (newsletter, social media and website).
- To work with trustees and external partners to establish a programme of meetings, lectures, day schools, excursions, volunteering opportunities and other activities that will attract and retain a broad membership.
- To research and liaise with speakers, guides and programme leaders over issues such as fees, expenses, accommodation, access, transport and equipment requirements.
- To book venues, tours and catering as required.
- Where necessary, to co-ordinate virtual events and lectures via Zoom.
- To liaise with venues, speakers and guides 2 weeks before meetings and events and ensure all arrangements are in place.
- To meet the speaker / tour guide / venue host on the event day or designate someone else to do so.

- To undertake risk assessments to ensure activities involving members and the public are carried out safely.
- To contribute towards ensuring that appropriate safeguarding and health and safety policies are in place for the Society.

About you

You will have:

- Good organisational skills
- Good verbal and written communication skills, for liaising with event leaders, venue hosts
- Working knowledge of Eventbrite
- Familiarity with the basic principles of health and safety and risk assessment
- An interest in archaeology or heritage

Time commitment

Trustees meetings are held quarterly, usually on weekday evenings. The Programming Secretary is expected to attend quarterly meetings and other occasional meetings (e.g. away days). In between meetings, the Programming Secretary role is likely to take around 1-2 hours per week usually, when organising and running events. Attendance at events and lectures is desirable.

Some Trustees / volunteers also sit on sub-committees subject to their availability. The Programming Secretary will work closely with the President and Membership Secretary and will contribute towards Social Media, the Newsletter and BWAS website.

Location

Trustee meetings usually take place in Birmingham, although it may sometimes be possible or necessary to arrange attendance via video-conference. Lectures for the coming season will be held at the Edgbaston Park Hotel at the University of Birmingham campus and at least one lecture will be held at a venue in Warwickshire.

Remuneration

This position is not remunerated but trustees / volunteers can claim reasonable out of pocket expenses incurred fulfilling the duties of the role subject to agreement with the President and Treasurer.

Contacts

Our website address: www.bwas-online.co.uk

If you need to contact us please use the contacts page on the BWAS website or email our secretary Julie Doyle at doylejulie452@gmail.com. We cannot guarantee we shall be able to pick up mail from the BMI (address below) on a regular basis during the pandemic.

Mailing address: BWAS, Birmingham and Midland Institute, 9 Margaret Street, Birmingham, B3 B3S
SOCIAL MEDIA

Facebook: Birmingham and Warwickshire Archaeological Society

Twitter: @TBAWAS

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