

The Society of Architectural Historians of Great Britain

ROLE VACANCY: PROGRAMMES OFFICER (TRUSTEE)

The Trustees and Executive Committee of the Society of Architectural Historians of Great Britain (SAHGB) are seeking a Programmes Officer and Trustee with strategic vision and creativity, demonstrable passion for communicating architectural history to diverse audiences, motivation to support architectural historians in their various professional contexts, and a proven track record of innovation and of delivering programmes and events.

The Society is at an exciting juncture in its history. We have a highly energised team poised to develop and deliver a number of initiatives, ranging from expanded educational funding to strengthening and broadening our programme of public and professional events. We are refining our digital offer, beginning with a re-design of our website, and we are developing a package of work to promote Equality, Diversity and Inclusion in our discipline. We have also recently undertaken a review of our governance to develop effective and agile decision-making and co-ordination.

We welcome applications for the role of Programmes Officer from architectural historians of all backgrounds, including (but not limited to) those working in academia, the heritage and museum sectors, architectural conservation, and other relevant roles. We particularly encourage applications from under-represented communities in architectural history and our feeder sectors.

OUR MISSION

The Society of Architectural Historians of Great Britain exists to:

- REPRESENT** architectural history in the United Kingdom
- INSPIRE** a lifelong enjoyment of architectural history for all
- ENGAGE** diverse audiences through professional and public programming
- PROMOTE** architectural history at all levels in education, research and publishing
- ADVOCATE** for an inclusive architectural history for the public benefit

OUR ORGANISATION

As the principal subject association for architectural history in the United Kingdom and as a registered charity, we promote the discipline of architectural history through advocacy and charitable giving. We advocate for the subject in higher education, heritage and conservation bodies, and museums and galleries. We award grants to support research and publication, and we are the only organisation of our kind in the UK to award a significant number of annual bursaries for postgraduate study. These awards and scholarships are open to all.

The Society is run by an Executive Committee (Board of Trustees) and four Standing Committees:

- Learning, Education and Research
- Finance, Membership and Management
- Digital, Content and Communications
- Journal and Publications Management

These Standing Committees and their Sub-Committees are run by an active and growing body of volunteer Officers and co-opted members. We currently employ one part-time administrative assistant, line-managed by the Secretary.

Please click [here](#) for a link to our Articles of Association.

OUR MEMBERSHIP

As a membership organisation, we provide opportunities for gathering and exchanging knowledge and ideas about architectural history. Our members study the history of architecture and the built environment of all times and places, and do so from a wide variety of disciplinary perspectives and institutional settings. We organise a diverse programme of events for our membership and the public, and provide a members' magazine, *The Architectural Historian*. We publish and disseminate research and scholarship through our leading peer-reviewed journal, *Architectural History*, by funding publications, most recently the Twentieth Century Society's 'Twentieth Century Architects' series, and across a growing number of other media and platforms.

OUR OFFER TO YOU

This may be your first trustee role. We hope that in return for your commitment of time, energy and knowledge, you will gain

- Broad experience of charity operation and governance
- Consolidated experience of committee work
- Enhanced professional and academic networks
- Deeper understanding of the practice of architectural history across the UK
- Leadership experience

You may be offered a mentor to support your personal development in the role.

ROLE DESCRIPTION

Remuneration and Time Commitment

The position of Programmes Officer and Trustee is a voluntary role for a fixed term of one year, normally renewed for a further two years. There is no remuneration.

This is a new role, created to take forward our aspirations to expand our range and depth of public programmes and events. You should expect it to require at least 10 working days, plus occasional weekend or evening events. You are not expected to attend every event scheduled for members/professionals/students but you are encouraged to sample the variety of formats offered across the year. You will need to be available during weekdays for the following:

- 4 x quarterly Executive Committee Meetings, normally January, April, June, September, on Friday afternoons, 1-5pm in London
- 1 x Annual General Meeting of the SAHGB, normally held before the SAHGB Annual Study Tour (former Conference) in late August/September. The Chair is also expected to attend the Study Tour
- The Society's flagship events (including the evening Annual Lecture and Saturday Annual Symposium)

Travel expenses are reimbursed by the Society.

Responsibilities

As a Trustee of the charity your responsibilities will be to:

- Act – in common with the rest of the Executive Committee – as a trustee with fiduciary responsibility for the charity. Responsibilities include:
 - Acting as a trustee and company director of the Society
 - As such approving the annual budget and accounts
 - As such collectively reporting to the membership at the AGM
- To attend quarterly Executive Committee meetings and participate in Committee work
- To champion the Society and advocate on its behalf, safeguarding its reputation and values and acting as its spokesperson when requested by the Executive Committee
- To foster a team spirit and a collegiate, fair and inclusive atmosphere for the Society's volunteers, officers and members
- As Programmes Officer your responsibilities will be to:
- Have strategic oversight for public and professional events, including conferences, symposia, study tours etc and our wider learning offer
- Responsibility for logistical and financial arrangements common to all event delivery, working closely with the Treasurer, Membership Officer and Secretary
- Responsibility for third-party delivery of programme elements or parts thereof (such as the Symposium, which is often convened by someone external to the organisation)

- To assist in maintaining financial stability for the SAHGB, in close collaboration with the Treasurer and the Finance, Membership and Management Committee, by devising timely and relevant costed events
- To co-ordinate and lead a diverse team of Society officers and volunteers

Tasks

- Participate in the Learning, Education and Research Standing Committee (chaired by the Education Officer) and formally set up and chair a Programmes Sub-committee
- Organise and deliver a number of Society events, including the Annual Lecture and Awards Ceremony, a Benefactors Evening and Volunteer Party, working closely with the Fundraising and Development Officer
- Participate in other cognate Sub-Committees and panels including the Content Co-ordination Sub-Committee, ensuring that content from our events is made available to our membership and the public and the Awards, Prizes and Grants Management Sub-Committee which oversees our programme of internationally respected awards.
- To support the development of a 3-year corporate strategy and cognate policies in accordance with the Society's articles of association and Charity Commission guidelines, by providing direction on Programmes strategy and policies
- To create annual business plans for Programmes in support of the mission of the SAHGB
- To devise and shape new opportunities for SAHGB events, including establishing networks with professional bodies and national agencies for the historic environment

PERSON SPECIFICATION

Essential

- Demonstrable alignment with the mission and objectives of the SAHGB
- Relevant knowledge and experience within the broad field of architectural history
- Some experience of leadership, through team-leading, chairing, project or programme leadership
- Experience in building and maintaining collaborative professional partnerships
- Strong interpersonal skills, including flexibility, consensus building, collaborative working

- An appetite for innovation and managing change will be essential in this new role, as some established events are due for reappraisal and new event formats are desirable.
- Ability to build and maintain collaborative professional partnerships with individuals and institutions in the heritage, cultural and higher education sectors

Desirable

- Prior experience of voluntary roles in the heritage or cognate sector
- Experience of planning and delivering a range of events for public or professional audiences
- Good scholarly standing in your field
- Evidence of strong time-management skills
- Some experience of partnership-building and network development activities