



THE QUILTERS' GUILD OF THE BRITISH ISLES FESTIVAL OF QUILTS OFFICER ROLE DESCRIPTION

Purpose of Role:

The Festival of Quilts is The Guild's main public showcase. The FOQ Officer acts as the point of contact for Upper Street Events for matters regarding the show and, working to the Chief Executive, co-ordinates The Guild's presence there.

Main Duties:

- 1 Organise, attend and minute Guild meetings with Upper Street Events (currently about two a year).
- 2 Agree layout and design of the Guild stand with Chief Executive.
- 3 Liaise with Upper Street Events and their contractors to commission The Guild's stand and order the lighting, electrics and furniture.
- 4 Keep other Guild stand holders (tombola, trading stand, museum and ad hoc exhibitions) and Specialist Groups informed about arrangements – stand numbers etc. Understand their requirements and organise their furniture, table coverings, signage etc. The aim is to make sure there are no surprises when you all arrive at the NEC!
- 5 Be responsible for the design and production of the FOQ show badge, in collaboration with The Guild's trading company.
- 6 Collect information from the Judges' Co-ordinator and pass on to Chief Executive so that a display board can be made for the Guild stand.
- 7 Arrange for exhibitor passes for volunteers on Guild stands.
- 8 Attend build up day at FOQ (Wednesday) and help set up the stand. Help dismantle and pack up on Sunday. Currently FOQ Officer is on duty on the stand on all days of the show (obviously with breaks as required) and is a point of continuity for volunteers helping out on the stand.
- 9 Act as a troubleshooter for any problems regarding Guild presence and for Guild volunteers at show.
- 10 Liaise with the Guild Administrator regarding volunteer rotas for stands.
- 11 Travel: To London and York for meetings. FoQ Officer usually stays at NEC from Tuesday night to Monday morning for the duration of the show.
- 12 Expenses will be paid in line with Guild Guidelines F06.

Person specification:

- 1 Calm and cheerful personality
- 2 Good IT skills: email and Word
- 3 Ability to take notes and write minutes
- 4 Strong communication skills
- 5 Ability to think laterally and solve problems
- 6 Tactful, with ability to diffuse conflict
- 7 Good at planning and forward thinking

Respecting Confidentiality

In the course of your duties as a national officer you will have access to Confidential Information in a variety of forms (verbal and written) about The Guild, its detailed finances, staff, commercial relationships and other sensitive topics. We would ask you to show respect and restraint in not discussing this Confidential Information with others outside the governing body as it is generally not appropriate for members or people from outside The Guild to have access to this type of information. This refers to all types of information, whether or not it is actually flagged as Confidential Information. There will always be situations of ambiguity, please ask if you need clarification and refer back to your Lead Trustee for any matters which are unclear.