

Arts and Culture Development Officer

Grade SO1

Job Description

| Job Purpose |
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| <p>To support the development and delivery of Telford & Wrekin's Culture Strategy by enabling access to arts and cultural opportunities across the borough. The postholder will work with communities, creative practitioners, venues, and partners to grow participation, nurture talent, and strengthen the cultural sector.</p> |
| Major Tasks |
| <ul style="list-style-type: none"> • Support the implementation of the Culture Strategy and associated action plans. • Develop and maintain partnerships with local artists, cultural organisations, community groups, and funders. • Coordinate and promote inclusive arts and cultural programmes in community settings, borough towns, and public spaces. • Assist in identifying and securing external funding for cultural projects and initiatives. • Facilitate engagement with underrepresented communities to ensure equitable access to cultural activity. • Support the development of the Community Venues Network and Culture Club. • Contribute to the mapping and monitoring of the borough's cultural assets, participation levels, and creative economy. • Promote the role of arts and culture in health and wellbeing, placemaking, and economic development. • Represent the Council at relevant networks, forums, and events. • Support the delivery of training, networking, and capacity-building opportunities for the cultural sector. • As part of the wider service support with the delivery of events and projects. |
| Contacts & Relationships |
| <ul style="list-style-type: none"> • Day to day contact with the Culture Services Group Manager, their line manager. Providing briefing and updates on work, meetings, projects they are working on. • For the purposes of jointly resourced projects and collaborative work for target groups: <ul style="list-style-type: none"> • To work with Events & Theatre colleagues in the Culture Service • To liaise with officers from other partner service areas • To represent the team within specific partnerships e.g. cultural partners, town and parish councils, Schools etc • To liaise with external agencies and suppliers, providing advice where appropriate • To work with specifically identified groups in the development of suitable projects and activities for target groups/areas. • To liaise with artists and culture organisations and support them to develop and deliver the councils Culture Strategy • To communicate and negotiate clearly in writing and verbally at appropriate levels. However, any negotiation will be on liaising with the appropriate parties and presenting their views. Any formal negotiation will be led by the Group Manager |
| Creativity |
| <ul style="list-style-type: none"> • This is a highly creative role, requiring the post holder to develop solutions and plans for previously untried conditions i.e the community will come up with imaginative ideas |

of what they would like to do and the post holder will come up with a suitable way of delivering this 'concept'.

- The postholder will write project reports/proposals with recommendations for approval by the Group Manager.
- Postholder may work on smaller scale projects independently and will work collaboratively with the wider culture team on larger scale projects, finding creative approaches to both the delivery of the team's work and solutions to issues as they arise.
- The post holder must have a good understanding of the concept of creativity and how best to develop it in others, staff, partners and participants, taking communities on a journey from concept to final outcome.
- The post holder will provide creative solutions to deliver on behalf of partners in order to deliver excellent and financially sustainable services.
- To find creative ways of presenting the work of the team.
- To find creative approaches which will appeal to funders, sponsors and partners who will want to invest in the team.
- Using imagination and creative skills to identify new effective approaches to increase community participation and activity levels
- Developing creative solutions that address barriers to participation

Decisions

- The post holder will make recommendations to the Culture Services Group Manager for the creation and development of projects and activities
- The post holder will be required to make decisions with their line manager around timetables and coordination of work, including project management processes
- The post holder will plan and organise own work load schedules, obtaining and organising appropriate information and resources

Management & Supervision

The post holder has no direct line management responsibility but will be required from time to time to supervise casual staff team members and volunteers, in the delivery of events activities.

Supervision Received

The post holder reports to the Culture Services Group Manager who will set overall objectives for the post but is expected to work under their own initiative for majority of the time, referring to their line manager for guidance on complex problems.

Complexity

- This post requires a combination of skills and knowledge for the development and delivery of projects
- This post is responsible for delivering a range of activities to the community, in both formal and informal settings
- The post holder requires a good range of influencing and negotiation skills
- The post holder is expected to collate and maintain administrative and financial information for the service and on behalf of funders and partners

Impact

The post holder works closely with community partners, with internal services and stakeholders to provide solutions and activities which support the cultural infrastructure of the borough.

The post holder will actively seek out external funding and partners to ensure the sustainability of the Culture programme.

Physical Demands

The post holder will be involved in around 10+ outdoor events per year and may be involved in up to 2 or 3 other external events depending on commissions undertaken. This means that the post holder can spend up to 3 or 4 consecutive days per event outdoors and on their feet for most of that time. However the majority of events will demand around 2 days of physical activity in all weathers and for up to 12 hours per day. The post holder may need to carry or lift items and carry out physical tasks such as building gazebos and cleaning up at festivals.

The majority of the rest of this post holders time is office based planning and developing the project plans and programmes.

Working Environment

The Role does require outdoor work but this is around 10+ key events at interval per year – the rest of the year is mainly office based.

The role does present some risk when the environments are outdoors in all weathers, there are hazardous items involved such as power supplies and heavy equipment and resources.

Emotional Context

The role does call for the post holder to make contact with customers and suppliers and on occasion deal with complaints and grievances. This is infrequent however.

Other

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

Much of the event delivery will be evenings and weekends, meetings and public forums may also be outside of usual office hours

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

| Criteria | Standard |
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| Qualifications | <ul style="list-style-type: none"> • Educated to degree level in a relevant subject (e.g. Arts, Cultural Studies, Community Development) or its equivalent in terms of a combination of qualification(s) and relevant experience. • Willingness to undertake continuing professional development. • Awareness of health and safety principles; formal qualifications (e.g. IOSH, First Aid) desirable but not essential. |
| Experience | <ul style="list-style-type: none"> • Moderate experience in arts, culture, or community development (including internships or voluntary roles). • Experience of working with community groups or cultural organisations. • Experience supporting or coordinating small-scale projects or events. • Exposure to partnership working and stakeholder engagement. |
| Knowledge | <ul style="list-style-type: none"> • Basic understanding of cultural policy and the role of arts in community wellbeing. • Awareness of equality, diversity, and inclusion in cultural settings. • Knowledge of or Willingness to learn about funding, evaluation, and cultural mapping. • Familiarity with Arts Council England's strategy (or willingness to learn). |
| Skills | <ul style="list-style-type: none"> • Good written and verbal communication skills. • Ability to work collaboratively and build relationships with a range of stakeholders. • Enthusiasm for creative problem-solving and inclusive engagement. • Basic project coordination and organisational skills. • Willingness to develop skills in fundraising, evaluation, and digital tools. |
| Personal style & behaviours | <ul style="list-style-type: none"> • As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages. • Self-directed, well organised with the ability to effectively manage time and workload and to meet deadlines and targets. • Self-motivated, with a proactive approach to learning and development. • Flexible and adaptable, including willingness to work evenings/weekends. • Positive and inclusive attitude toward community engagement. |
| Fluency Duty | <p>This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure</p> |

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| | <p>member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.</p> <ul style="list-style-type: none"> • Can understand with ease virtually everything heard or read. • Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. • Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations. |
| Political Restrictions | This post is not politically restricted |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| Type of criminal records checks required for this post | Ticked as required |
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| None | |
| Basic Disclosure | |
| Standard Disclosure | X |
| Enhanced Disclosure | |
| Working with Adults - Regulated Activity | |
| Working with Children - Regulated Activity | |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>