

# Job Specification

**Job Title: Cultural Development Coordinator**

**Grade: g6**

**Job Evaluation Code: PR2567**

**Reporting to: Cultural Development Officer**

**Manager's Grade: g8**

**Service Area: Arts, Culture and Leisure**

**Service Directorate: Regeneration and Economic Development**

**Overall Purpose of the Post:**

The Council has long recognised the benefits of investing in cultural and creative provision. Evidence shows that creativity and culture has the power to drive physical and social regeneration; build individual and community confidence, support learning and skills; promote inclusion and diversity; and support our mental and physical wellbeing. Perhaps above all, opportunities to be creative and enjoy cultural experiences are a fundamental source of enjoyment for people of all ages, backgrounds and abilities undoubtedly helping people and places to thrive.

The Cultural Development Coordinator will support the delivery of cultural development so that visitors and local people are able to access high quality services and cultural experiences.

The overall responsibility of the post is to:

- Lead on administrative support for all workstreams of the Cultural Development team e.g. arranging meetings, taking minutes, undertaking project research, managing databases and writing and reporting reports.
- Support the project management of multiple and complex grant schemes and commissioning strands for cultural organisations and creatives in Wakefield district e.g. responsible for drafting grant agreements, setting and monitoring project milestones, booking and minuting grant panels.
- Arrange and record payments for all Cultural Development grants and commission fees e.g. setting up new suppliers, updating budget records and tracking and organising payment processes.
- Collect and collate all evaluation data and monitoring information for Cultural Development activity e.g. receiving and recording completing project reports, inputting and storing project data and preparing regular reports on performance.
- Ensure regular updates on cultural development's work, and horizon scan partner organisations / networks that could benefit from information

<b>Requirements for the post</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Good level of educational attainment or equivalent work based experience</li> <li>• Educated to a high level of educational attainment or equivalent work-based experience</li> <li>• Excellent working knowledge of IT packages including Word and Excel</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the role of arts and culture to inspire people and communities</li> <li>• Knowledge of best practice in cultural and community practice</li> <li>• Understanding of the importance of consultation and communication with stakeholders and specifically cultural organisations and community groups</li> <li>• Understanding of the importance and arts and culture in meeting Council priorities and in meeting wider agendas to improve the lives of people and communities</li> <li>• Knowledge of health and safety and risk issues in the workplace</li> <li>• An understanding of the importance of establishing effective working relationships with colleagues, cultural organisations, individual creatives, community groups and other stakeholders</li> <li>• Some understanding of equal opportunities, cohesion and social and cultural diversity including the Arts Council's Creative Case for Diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the main services provided by the Council</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of wide range of administration tasks and providing project support for multiple colleagues.</li> <li>• Experience of building and maintaining quality working relationships with customers, partners, stakeholders and the voluntary and community sector</li> <li>• Experience of delivering customer-focused services that encourage participation in arts and culture activities</li> <li>• Good experience of ICT relating to Microsoft Office.</li> <li>• Experience in operating within a customer focussed culture</li> <li>• Experience of providing operational and logistical support for cultural events, projects and activities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in cultural projects or services.</li> <li>• Experience of working with volunteers</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in operating within a customer focussed culture</li> <li>• Planning and prioritisation skills – must be able to manage own workload, complete tasks to deadlines with minimum supervision</li> <li>• Experience of delivering as both as part of a team and as an individual to support and enhance the customer experience and service provision</li> <li>• Experience of working in a high pressure environment and of working to time and resource constraints, whilst maintaining patience and empathy</li> </ul>	
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to travel around the district so that service delivery needs are met</li> <li>• Flexibility in approach to work including working weekends and unsociable hours where the service requires this</li> </ul>	<ul style="list-style-type: none"> <li>• Full clean driving licence</li> </ul>
<b>Competencies and other skills required</b>	<ul style="list-style-type: none"> <li>• Strong IT skills including Microsoft Office</li> <li>• Planning and prioritisation skills – must be able to manage own workload, complete tasks to deadlines and with minimum supervision</li> <li>• An aptitude to work methodically and accurately with both written and electronic data</li> <li>• Good awareness of Wakefield's cultural and creative sector</li> <li>• An ability to research, interpret, communicate and use the knowledge associated with complex issues</li> <li>• An ability to handle data, statistics and other forms of evaluation evidence</li> <li>• Effective people skills – must be able to effectively work with others at all levels, both internal and external, to achieve common goals and objectives</li> <li>• Effective problem solving skills – must be able to accurately analyse information, making timely, well judged decisions</li> <li>• Confident and personable, establishes and maintains good working relationships with colleagues, the public and stakeholders</li> <li>• Ability to answer and/or direct</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the complexity of Wakefield's population and why an understanding of diversity is important to this role</li> </ul>

	<p>enquiries from a diverse range of visitors , enquirers and researchers</p> <ul style="list-style-type: none"><li>• Ability to positively take on board, and implement, changes and improvements to working practices as directed by senior staff</li><li>• Ability to proactively identify and use their own initiative to implement improvements to the customer service experiences</li><li>• Ability to be flexible and work productively in an environment which is fast paced, complex and delivers a wide variety of services and activities</li></ul>	
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## **Key Outcomes/ Activities:**

### **The main duties of the post are:**

- Assist with a range of cultural grants and commissions by providing administrative support including drafting grant agreements, setting and monitoring project milestones, booking and minuting grant panels.
- Ensure budget and financial records are kept up to date by coordinating payments and recording and tracking spend.
- Lead on evaluation collection for Cultural Development by setting deadlines for grant recipients and projects, organising internal archives, tracking data and monitoring, and sharing data with colleagues.
- Assist on project management of a range of workstreams including on the ground delivery, preparing resources, attending and contributing to project meetings and event support.
- Support internal communications by participating in project group meetings, drafting copy, and supporting planning documents.
- Provide administrative support for managing partnership arrangements with external partners (e.g. Cultural partners) and with internal services e.g. booking meetings, taking minutes, managing databases and attending sessions.
- Ensure the effective production of promotional and PR materials (e.g. leaflets and posters) and maintain appropriate social media channels - Facebook, Twitter etc.)
- Ensure that regular checks of the council's website to update and maintain cultural development's section is relevant including developing and submitting relevant information
- Provide general administrative assistance e.g. filing documents, booking meetings, setting up and populating database, circulating agenda's, minutes etc.
- Provide general project support by generating project planning documents, tracking department progress and KPIs, as well as inputting creatively to meetings,
- Assist in areas of health and safety, including policies, risk assessments and procedures are adhered to, and the adoption of a health and safety good practice culture by the team and across the service
- Contribute towards the development, review and updating of appropriate policies and procedures (including those relating to health and safety), ensuring that these are implemented across
- Ensure that service delivery complies with the Council's customer care standards, meets the needs of the service and continuously improves through learning from best practice; endorsement of accreditation bodies; customer feedback; engagement initiatives; complaints; performance data; and survey results
- Explore, identify and develop opportunities for joint working with other services and external partners to deliver improved, efficient and more cost effective services and ensure that the service is actively contributing to wider Council initiatives and external opportunities and developments
- To take responsibility for your own continuous professional development.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## Responsibility for Resources

### Employees (Supervision):

- Supervise volunteers and work placement students as required
- Manage independent artists and small arts organisations to deliver commissioned cultural activity

### Financial:

- The post holder will manage delegated project budgets up to 50K

### Physical:

- To comply with Health and Safety requirements at all times
- Willingness and ability to travel around the district

### Service Users:

- Close working relationships with employees working in other council departments, e.g. Libraries, Sport and Active Lifestyles, Health Improvement, Major Events, Markets etc
- External relationships with local community organisations and groups, specifically cultural organisations
- Customers: residents, visitors to the district, community groups, friends groups, colleagues from across Wakefield Council and partner organisations within and external to the district

## Working Conditions:

- There will be a requirement for the post holder to work at a variety of service locations across the district to meet the operational requirements of the service.
- There will also be a requirement for the post holder to attend activities and events in a community environment throughout the district as part of the project delivery.

## Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

### The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level

Date completed: November 2021