**JOB DESCRIPTION**

REGENERATION & NEIGHBOURHOODS DEPARTMENT

**JOB TITLE:** CULTURAL OFFICER (EDUCATION)

**DIVISION:** CULTURAL SERVICES

**GRADE:** BAND 8

**RESPONSIBLE TO:** CULTURAL OFFICER (EDUCATIONAL DEVELOPMENT)

**POST REFERENCE:**  107005

**Purpose of Post**

The main duties of the post are to provide a full range of professional support in the area of education across Cultural Services in Hartlepool.

### KEY FUNCTIONS

The following is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time. Out of hours working and weekend working will form part of this role.

* To supervise freelance and volunteer artists and community workers to deliver education activities.
* To assist with the Cultural Services events programme.
* To contribute to the creative development of the Service in line with the Hartlepool Vision and Master Plan.
* To organize and run workshops, handling sessions, informal learning sessions (e.g. holiday activities and special events) and other educational provision both at the venues and as outreach.
* To supervise casual, temporary, fixed-term, freelance, voluntary education staff as required.
* To assist with the provision of educational/learning content across Cultural Services in Hartlepool.
* To deliver against agreed outcomes and outputs and carry out appropriate evaluation as required.
* Any other duties of a related nature, which might reasonably be required and allocated by the Cultural Officer (Education Development) or Cultural Services Manager.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

12th September 2018.

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**