|  |  |
| --- | --- |
| **Job Description** | |
| **Post title** | Community Culture Development Co-ordinator |
| **JE Reference No** | N8850 |
| **Grade** | 8 |
| **Service** | Regeneration and Local Services |
| **Service Area** | Culture and Sport |
| **Reporting to** | Accountable to the Locality Delivery Manager (Programmes) |
| **Location** | You may be required to work at any Council workplace within County Durham. |
|  | |
| **DBS** | This post is not subject to a disclosure.  . |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
|  |  |

|  |
| --- |
| **Description of role** |

**Work alongside:** Arts Programme Manager, Community Arts Officer**,** Join In Project Officer, Operation Officers, Park Life Project Officer, Principal Library Manager, Principal Museums, Heritage and Collections Manager, Production and Events Manager, Theatre Education Officer and Skills and Volunteer Manager.

**Work with:** Across all Council Service Groupings

**Responsible for:** Community activities and volunteers

**Responsive to:** Elected Members, community groups, residents, statutory and non-statutory organisations and funding partners.

* + To be responsible for development and support of organisations and volunteers to extend and sustain an area based core cultural offer (including arts and libraries, museums) and support the teams successful delivery of service objectives and outcomes.
  + To be responsible for supporting community groups and volunteers and associated budgets and resources in the development, of a locality based offer across Culture and Sport.
  + To act as a community leader and role model and look to exceed customer and stakeholder expectations.
  + To contribute, as necessary, to continuous improvement and success of the service area and the organisation as a whole.
  + To participate in working groups and inter departmental teams whose work contributes towards the delivery of effective and efficient services and assists in achieving the council’s key outcomes.
  + To ensure that effective working relationships are established and maintained with internal and external partners, organisations, customers and other stakeholders.

|  |
| --- |
| **Duties and responsibilities** |

* Support the Locality Delivery Managers in the delivery of the annual service plan to develop and deliver successfully a locality/area based culture and sport activity offer.
* Take responsibility for agreed programmes, partners and ways of working on a single locality basis, providing a consistent offer in tackling health inequalities throughculture and sport.
* To support the development of high quality clubs and volunteers, which together support increased and sustained participation in culture and sport activity.
* Play a key role in collating local data and information from partners and users to inform how services and support are shaped.
* Work within the locality team and with key partners to ensure appropriate and fit for purpose culture and sport programmes are developed with and for the local community, which recognise communities of need and targeted groups including young people.
* Support the Locality Delivery Manager to engage and support the development of the Culture and Sport Networks and to respond to needs of the AAP’s, Children’s Boards and Health Boards.
* Support the development of Council facilities as strong culture and sport hubs, whilst recognising the need to support sustainable community spoke sites, to reach all sections of the community.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed.

* The generic responsibilities which will be undertaken in support of the above work include the following (if applicable):

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

|  |  |  |
| --- | --- | --- |
| Person specification: Community Culture Development Co-ordinator | | |
|  | Essential | Desirable |
| Qualifications | * NVQ level 4 qualification or equivalent in a relevant discipline |  |
| Experience | * Experience of working with arts organisations and practitioners/ funding partners. * Experience in working with community partners, including arts groups, venues and practitioners * Experience in leading teams and managing change * Successful track record in achieving and delivery of external funding sources | * Implementing formal reviews of work programmes to improve * Experience in the development and monitoring of SLA’s with the community sector * Experience working with Arts Council National Portfolio Organisations |
| Skills & Knowledge | * A good knowledge of culture and sport industry * Clear understanding of service planning with other agencies. * Management of budgets. * Ability to work in multi-partner teams * Able to communicate clearly and effectively in verbal and non-verbal forms * Able to demonstrate leadership qualities in respect of managing teams and external partners | * Confident in the use of ICT systems * Successful track record in achieving and delivery of external funding sources * Knowledge of Arts Award & Arts Mark |
| Personal Qualities | * Ability to work on own initiative * Highly motivated and ‘can-do’ approach * Travel is an essential requirement of the post * Will be required to work outside normal office hours |  |