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| CULTURE OFFICER  **SALARY GRADE: JE** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – Keeping great service delivery at the heart of everything we do * Personal Growth – Learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Car leasing schemes * Essential Monthly Car User Allowance   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| The main purpose of the role is to manage a range of projects as part of the Council’s Crucible of Culture Cultural Strategy and promote its overall aims, objectives and values. The job holder will support the coordination of accessible creative and cultural programming for the benefit of the borough’s residents, maximizing existing and new provision through partnership working and effective promotion. The job holder will coordinate and deliver marketing and communications across a variety of platforms, collecting, collating and sharing information, generating PR for activity delivering the Crucible of Culture and promoting the local arts and culture community. Furthermore, the job holder will provide advice and support to Cultivate and local arts and culture organisations, seeking funding, resource and development opportunities as well as support the local arts and culture community through the coordination of networking opportunities, cultural participation activity and information exchange.  More specific responsibilities include:   * Manage a range of Culture projects and programmes including the Borough of Culture. From development and planning, to promotion, delivery and evaluation, building partnerships and tracking outputs, to ensure they support excellence in ambition, creativity, and delivery, and encourage cultural engagement and wellbeing for all residents. * Act as the point of contact with the Liverpool City Region Combined Authority, representing Halton at appropriate forums and steering groups and contributing to joint initiatives e.g. Place Partnership bid. * Work with the Programmes Office and Community Development to attract funding. Manage Culture grant schemes and work, from the assessment and monitoring of applications to the promotion and evaluation of successful projects. Contribute to Cultural funding strategies through the preparation of funding bids and sponsorship packages, assist with monthly monitoring of the budget, and maximise internal and external funding support for the development and delivery of the Crucible of Culture Cultural Strategy. * Deliver effective internal and external communications on activities and initiatives as part of the Crucible of Culture, across platforms including websites, e-bulletins and social media. Advise and support the local arts and culture community by sharing information, professional development and funding opportunities, and brokering new partnerships. * Provide best practice advice and guidance to support the embedding of arts and culture within service delivery across the Council, identify and resolve risks and help others to develop their knowledge, understanding and expertise on the positive role of arts and culture. * Support Council’s Event team on event planning and delivery and Leisure Services staff in running events so are fully aware of their roles and responsibilities to ensure they run smoothly and safely. Keep up to date on all licensing, health and safety, and other legislative requirements, and comply with relevant legal, regulatory, policy and procedural standards. * Supervise any temporary staff or student placements in the absence of the Culture Services Manager. * Ensure all cultural activities supported reflect the values and aspirations of the Council, protecting the reputation of the Council at all times. * Collate and prepare information for reports to elected members and senior managers on all matters relating to culture development, including strategic guidance, statistics, service performance and budgetary monitoring purposes. * Manage contracts, and maintain, develop and review systems, processes and procedures to secure a cost-effective service and continuous improvement. * Carry out the role in compliance with the Council’s Constitution, being familiar with the policies and procedures relevant to the job and asking for information and advice if unsure of the correct course of action. Work within the Council’s financial regulations on procuring services, raising purchase orders and paying invoices using the council’s financial systems. * Seek and act upon customer feedback, and ensure all complaints and queries are dealt with in a professional and timely fashion and escalate to managers accordingly if a resolution is not found. * Proactively work with the Culture Services Manager to address professional training and development needs. | |
| About You As a Culture Officer you will be educated to ILM level 3 or equivalent.    In addition, as a Culture Officer you will have experience of:   * Working in a Culture development context * Developing and managing participative culture projects * The process of commissioning culture and culture organisations, and best practise in community engagement * Developing and working effectively in partnership, especially in building links between private, public, and voluntary sectors     As a Culture Officer you will have knowledge of:   * The professional development needs of the culture sector in Halton or the sub region * Undertaking fundraising and effectively manage project budgets   The skills and abilities you will have as a Culture Officer are:   * Excellent written and verbal communication skills, the ability to communicate effectively to a wide range of people, such as officers, and other statutory and voluntary organization and good presentation skills * Working knowledge with IT and digital programs including word, excel, email, computerized databases, and social media * Working on own initiative and as part of a team * Working effectively under pressure * Time management skills | |
| As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.  The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| Date Created: |  |
| JE Ref: |  |
| Agreed by: |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.