

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Arts and Culture Officer	Grade: SO1
Section: Arts and Culture	Directorate: Chief Executive
Responsible to following manager: Arts and Culture Programme and Partnership Manager	Responsible for following staff: None
Post Number/s:	Last review date: 14 March 2024

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

In March 2024 Wandsworth was awarded London Borough of Culture for 2025. Our vision is to put culture and heritage at the heart of a transformation in health, happiness and equality of opportunity in Wandsworth, with a strong emphasis on ensuring that new opportunities are available for our young people and under-served communities, as well as uniting and enhancing our relationships with local communities. We now have 24 months to transform our bid from a vision to completing its delivery across the borough.

This postholder will be responsible for developing, delivering and monitoring cultural programmes for London Borough of Culture, and will work closely with the Programme and Partnership Managers who will lead on these programmes. This 24-month fixed-term post requires experience of developing, co-ordinating and delivering cultural engagement or public programmes. It provides the opportunity to work with the council's already award-winning Arts and Culture Service to deliver a high-profile programme in the national spotlight.

The post holder will work closely with all other members of the Arts and Culture Service as well as staff from across the council, members of the public and cultural organisations.

Our London Borough of Culture year seeks to ensure that culture is at the heart of the change that Wandsworth is currently experiencing and that we deliver a programme that will be a trailblazer for London becoming a Creative Health Capital City – a place where better health outcomes are achieved through the healing, inspirational power of culture and the arts.

Specific Duties and Responsibilities

1. To support the Arts and Culture Programme and Partnership Managers in delivering London Borough of Culture's programme and projects. Taking on projects independently; designing, managing and evaluating those projects.
2. To support the development of our public facing programmes, through direct project delivery and by commissioning, contracting and partnering with internal and external partners.
3. Deliver project management tasks related to London Borough of Culture's programme and projects.
4. To support or manage the collection, collation and analysis of evaluation data.
5. To prepare reports (both standard and non-standard) required by the funders and partners as part of delivering London Borough of Culture.
6. To support budget tracking and reaching financial targets including supporting work to secure additional revenue funds for programmes from a variety of sources.
7. Working with colleagues in marketing and communications to ensure programmes and projects are communicated well to the relevant audiences and influencers.
8. To contribute to strategic initiatives and policies which increase the effectiveness of our service and ensure that there is sustainable legacy to Wandsworth having won

London Borough of Culture. Working with other Council services and partners to increase the public benefit on shared priorities.

9. To work flexibly across the service and provide support and cover to other staff as required.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond & Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information: The postholder must be willing and able to work extended hours and weekends on a rota basis

Team structure:

Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of current best innovative practice in cultural development and creative programming.	X		A / I
Knowledge of digital platforms for communications, and new artistic practices employing digital media		X	A / I
Experience	Essential	Desirable	Assessed
Experience of developing and delivering public facing creative programmes	X		A / I
Experience of programming, selection processes, managing live events and coordinating projects with multiple partners and diverse mixed audiences.		X	A/I

Experience of working with creatives on the development of new projects.	X		A / I
Experience of adapting/revising or creating new arts/cultural activity for public consumption		X	A / I
Experience of managing risk and security issues in relation to assets and people		X	A / I
Experience of programme evaluation, including the collection of data	X		A / I
Managing projects in a fast-moving dynamic environment.	X		A / I
Creating content and devising approaches for project marketing, including the use of digital and social media.		X	A / I
Designing content and other materials to increase and diversify new audiences.		X	A / I
Financial management including project finances and securing and managing income from other sources.		X	A / I
Skills	Essential	Desirable	Assessed
Ability to forward plan and manage relevant risk processes for assets and services.	X		A / I
Ability to communicate clearly and effectively, both orally and in writing, with a wide range of individuals.	X		A / I
Ability to work independently and as an effective team member using own initiative.	X		A / I
Ability to adapt to changing priorities, contexts and deadlines.	X		A / I
Qualifications	Essential	Desirable	Assessed
None	X		A / I / C

A – Application form / CV

I – Interview

T – Test

C – Certificate