

# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Arts and Culture Programme and Partnerships Manager	<b>Grade:</b> PO3
<b>Section:</b> Economic Development Office	<b>Directorate:</b> Chief Executive
<b>Responsible to following manager:</b> London Borough of Culture Programme Director/Head of Arts and Culture	<b>Responsible for following staff:</b>
<b>Post Number/s:</b> RWCE834	<b>Last review date:</b> February 2021

### 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

The Council's Arts and Culture Programme and Partnerships Managers will lead on all areas of the culture service's work. The roles requires the post holder to have a flair for cultural programming and a passion to reach out to wide audiences. The post holder will need to be a proactive, hands-on, strategic thinker with a track record of working closely with cultural organisations and individual art practitioners to deliver innovative and inspirational programmes that attract and engage with diverse audiences.

Developing and nurturing internal and external partnerships are central to this role and we would expect the ability to facilitate a high level of influencing and to lead informal partnerships approaches.

### **Specific Duties and Responsibilities**

1. To help shape and then deliver the borough's new cultural strategy, creating the right environment to allow for the high quality and innovative creative activities to flourish across the borough.
2. To develop and deliver high quality, highly visible, innovative and imaginative programmes and initiatives that promote the area and the borough's communities, and nurture a sense of belong.
3. To develop and manage partnerships and/or co-commissioning arrangements with others, including non-arts partners. The development and ongoing review and management of a partnership strategy which maximises opportunities for investment from external sources, such as sponsorship and property developers.
4. To liaise with internal services in order to develop and contribute to strategic initiatives and policies which increase the effectiveness of all our services. Working with other Council services and partners to increase the public benefit on shared priorities.
5. To manage budgets and financial targets and where required make operational and service changes to meet financial restrictions. This includes core budgets and securing additional revenue funds for programmes from a variety of sources.
6. Maintaining awareness of local, regional and national arts and participation funding opportunities. To contribute to service development and income generation through the creation of new fundraising initiatives and partnerships.
7. To work closely with the Arts and Culture Marketing and Comms Manager and Assistant as well as the Council central comms team to ensure that the range of service users is reflective of local people, and the reputation and wider impacts of services are secured.
8. To sustain connections and relationships with partners, including the creative industries locally, national and internationally. To be well connected to the art world and build relationships with borough's growing creative sector.
9. To work flexibly across the directorate and provide support and cover to other senior 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:** 36 hours Monday to Friday. The post includes flexible working, including weekends and evenings.

## 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
An understanding of the strategic context of local government and the place of cultural services and tourism in the delivery of corporate objectives.		✓	A / I
Broad understanding of cultural planning agenda and ability to influence and draft cultural policy.		✓	A / I
Knowledge of current best innovative practice in cultural development and creative programming.	✓		A / I

Knowledge of management techniques/approaches for managing creative teams and partnerships	√		A / I
Knowledge of key issues relating to cultural development, including procuring, commissioning contracting and partnership working	√		A / I
Knowledge of different approaches to the collection and use of service performance data		√	A / I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Substantial experience in working on and leading significant high quality creative programmes with public participation and strategic initiatives. Preferably in large cities with complex audiences and interconnected dependencies. Projects of £50k +.	√		A / I
Coordinate the assessment, monitoring and evaluations of all arts and cultural activities against corporate and departmental performance indicators and communicate the results as appropriate.	√		A / I
Experience of delivering innovative new programmes.		√	A / I
Leading, developing and delivering partnership projects.	√		A / I
Experience of liaison with senior managers and /or politicians.		√	A / I
Managing and leading teams in a fast-moving dynamic environment.	√		A / I
Management of communications on projects or initiatives, including public facing campaigns. Input to or management of strategic planning around communications.		√	A / I
Management of initiatives that incorporated new audience development, including the diversification of audiences.	√		A / I
Success track record of applying for funding to both grant awarding bodies and via corporate sponsorship. Managing funds allocated from other organisations.		√	A / I

Direct experience of creative Project Management and budget management experience (£50K+), accounting for expenditure and working through existing systems to report spend and anticipating commitments, working within set budgets.	✓		A / I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to forward plan workload and manage relevant risk processes.	✓		I
Ability to communicate and negotiate clearly and effectively, both orally and in writing, with a wide range of individuals including senior leaders.	✓		A / I
Ability to work independently and as an effective team member using own initiative.	✓		A / I
Ability to adapt to changing priorities, contexts and deadlines.	✓		I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
None			N/A

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**