**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:** London Borough of Culture Officer: Youth Participation | **Grade**: SO1Fixed term until end of June 2026 |
| **Section:** Arts & Culture (Wandsworth) | **Directorate:** CED / Place |
| **Responsible to following manager:** Programme & Partnerships Manager | **Responsible for following staff:**N/A |
| **Post Number/s:** RWCE8093 | **Last review date:** August 2024 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement 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.

The Shared Staffing Arrangement 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**

We are so excited that Wandsworth has been chosen by the Mayor of London to be London Borough of Culture 2025. We are planning an inspirational year of culture where every corner of Wandsworth comes alive in an explosion of creativity,

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 until June 2026 to transform our bid from a vision to completing its delivery across the borough.

This postholder will work with the Arts & Culture Service to develop, deliver and monitor a range of ambitious cultural programmes for young creatives aged 14+ within London Borough of Culture, and will work closely with the Programme & Partnerships Manager who will lead on these programmes. This fixed-term post, until June 2026, 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, schools and colleges and cultural organisations.

As part of our London Borough of Culture year, you can expect large scale dance events, a mass choral spectacular and a disability arts festival showcasing great artists from the borough, amongst many other things.

By sharing experiences and connecting, we believe culture has the power to make us all feel better. We want to start a movement across the Capital where everyone recognises that culture has the power to heal - a place where better health outcomes are achieved through the healing, inspirational power of culture and the arts

The council is committed to providing a high quality publicly accessible creative and cultural programme across the borough.

**Specific Duties and Responsibilities**

The post requires an experienced youth participation producer with experience of developing and managing creative participation and youth voice programmes for young people aged 14+, and the partnerships, people and resources to deliver them.

They will manage a range of existing projects and new activity as part of our ambitious London Borough of Culture Programme ensuring that young people are central to the planning and delivery.

This post reports to the Programme and Partnerships Manager.

1. To support the Programme and Partnerships Manager in delivering the London Borough of Culture programme and projects for young creatives aged 14+. Taking on projects independently; designing, managing and evaluating those projects.
2. To lead on the Youth Voice strand of London Borough of Culture, recruiting a group of young creatives and facilitating sessions to enable their input to the LBOC creative programme including assessing grants for young people.
3. To manage project budgets and where required make operational and service changes to meet financial restrictions.
4. To manage partnerships and co commissioning arrangements with others. Supporting the development and delivery of a strategic partnership plan.
5. To facilitate youth participation sessions and engagement across a range of projects, including a London Borough of Culture Youth Steering Group and Liberty Festival Youth advisory group.
6. To support the development of our public facing programmes, through direct project delivery and by commissioning, contracting and partnering with internal and external partners.
7. To prepare reports required by the funders and partners as part of delivering London Borough of Culture.
8. Working with colleagues in marketing and communications to ensure programmes and projects are communicated well to the relevant audiences and influencers.
9. 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.
10. To work flexibly across the service and provide support and cover to other staff as required.
11. To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

**Additional Information:** The postholder must be willing and able to work extended hours and weekends as required. This post requires an enhanced DBS check and safeguarding training.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* 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 the SSA’s policies, 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 role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Team structure:**

Structure is being developed as this is a new programme.

**Person Specification**

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|  **Job Title:** London Borough of Culture Officer: Youth Participation | **Grade**: SO1 |
| **Section:** Arts & Culture (Wandsworth) | **Directorate:** CED/Place |
| **Responsible to:** Programme and Partnerships Manger | **Responsible for:**N/A |
| **Post Number/s:** 6 | **Last Review Date:** August 2024 |

**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **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, especially within youth settings.  | x |  | A / I |
| Knowledge of operational systems that enable the smooth delivery of services.  |  | x | A |
| Knowledge of safeguarding children and young people and best practices.  | x |  | A |
| Knowledge of digital platforms for communications, and new artistic practices employing digital media.  |  | x | A |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Proven experience working in an arts and culture or relevant youth participation setting  | x |  | A / I |
| Experience of developing and delivering creative projects and programmes across a range of art forms, preferably within youth settings  | x |  | A / I |
| Experience of leading / facilitating creative activity with young people is essential, experience of working with disadvantaged or young people with SEND is desirable. | x |  | A/I |
| Experience of facilitating youth voice projects  | x |  | A / I |
| Experience of managing sensitive matters in relation to partners or users and ensuring data protection.  | x |  | A / I |
| Experience of working with creatives on the development of new projects.  |  | x | A/I |
| Experience of programme evaluation, including the collection and analysis of data  |  | x | A/I |
| Managing projects in a fast-moving dynamic environment.  | x |  | A / I |
| Contributing to ‘communications’ on projects or initiatives is essential, management of public facing campaigns, including use of digital and social media is desirable.  | x |  | A |
| Management of initiatives that incorporated new audience development, including the diversification of audiences.  |  | x | A / I |
| Experience of managing and updating budgets to deliver projects within allocated funding. | x |  | A / I |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Ability to forward plan and manage multiple projects and meet tight deadlines.  | 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** |
| Degree, or equivalent experience working in the arts and culture, or youth engagement, sector. | x |  | A |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C – Certificate**