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

**Job Description**

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| **Job Title:**  Arts & Events Manager (Alton) | **Grade**:  PO1 |
| **Section:**  Arts and Culture | **Directorate:**  Chief Executive’s Group |
| **Responsible to following manager:**  Arts and Culture Programme and Partnership Manager | **Responsible for following staff:**  n/a |
| **Post Number/s:** | **Last review date:** |

**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**

To support the Arts and Culture Service with the commissioning and co-ordination of an innovative programme of arts and cultural activity that focuses on local engagement as part of the renewal of the Alton estate.

**Specific Duties and Responsibilities**

1. Instigate and produce an innovative and high-quality programme of arts and culture activities to engage local communities and support the delivery of the Arts and Culture Strategy 2021-31 and the Cultural Strategy for the Alton estate.
2. Work with key internal and external partners and local communities across the development area, through formal and informal networking, to support the creation of a sustainable cultural eco-system.
3. Keep up to date with the latest developments in key areas of participatory arts practice, regeneration, the performing arts sector, design and creative industries in order to inform programme development.
4. Work with colleagues and partners to support and co-ordinate the development and delivery of effective external communications and marketing campaigns and community engagement that promote the arts and culture programme and achieve the objectives of the Arts and Culture Strategy 2021-31 and the Cultural Strategy for the Alton estate.
5. Monitor key impact metrics associated with the programme of activities and report these to senior management and stakeholders.
6. Support the Arts and Culture Service to build capacity among local partners for the cultural offer to become self-sustaining.
7. Co-ordinate all administration relating to the arts and events programme for Alton estate, including procurement, contracting and budget monitoring.
8. Support the Arts and Culture Service in identifying opportunities to further enhance the cultural offer around the Alton estate.
9. Support the Arts and Culture Service in delivering all other aspects of the Arts and Culture Strategy 2021-31 and the Cultural Strategy for the Alton estate as it develops and 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 and 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**

* Occasional evening or weekend work is required, e.g. attendance at arts and culture events.
* Located in Wandsworth Town Hall with regular remote working on the Alton estate.

**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 Richmond & Wandsworth Better Service Partnership 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** | |
| Up to date knowledge of current arts and culture practices in London | X |  | A / I | |
| Understanding of the complexities that can be involved in the delivery of a cultural strategy in an area undergoing transformation |  | X | A / I | |
| **Experience** | **Essential** | **Desirable** | **Assessed** | |
| Experience of working on a variety of arts and / or cultural projects, and co-ordinating a range of activities to deadlines and under pressure, balancing artistic, commercial, or political imperatives | X |  | A / I | |
| Experience of producing, programming, curating and/or commissioning. Experience working in the outdoors is desirable, as well as experience working with schools. | X |  | A / I | |
| Experience of administration processes that support the delivery of arts and cultural events, including contracting, risk assessments, event management plans and budgets. | X |  | A / I | |
| Experience participating in evaluation processes where outcomes and outputs are defined and measured. | X |  | A / I | |
| **Skills** | **Essential** | **Desirable** | **Assessed** | |
| Excellent verbal and written communication skills in order to engage stakeholders at all levels. | X |  | A / I | |
| Good partnership and collaboration skills; the ability to work independently and as a team player; a flexible attitude and the ability to adapt and thrive in a creative environment where the workload is busy and varied. Experience developing relationships within large organisations is desirable. | X |  | A / I | |
| Proficiency in Microsoft Office packages (Word, Power Point, Excel) and the ability to analyse and present accurate data in a variety of business formats, including financial information. | X |  | A / I | |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** | |
| Degree or the equivalent experience of working within the arts and cultural sector | X |  | A / I | |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**