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

**Job Description**

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| **Job Title:** Culture & Heritage Programmer | **Grade**: PO1 |
| **Section:** Economic Development Office | **Directorate:** Chief Executive’s Group |
| **Responsible to following manager:**  Arts and Culture Programme and Partnerships Manager | **Responsible for following staff:**  None |
| **Post Number/s:**  RWCE848 | **Last review date:** July 2023 |

**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**

In 2021 the Council adopted a new ten year Arts and Culture Strategy. To deliver this vision, the Culture and Heritage Programmer is responsible for developing and delivering an exciting arts, culture and heritage programme. This will involve working closely with staff from across the council, partner organisations, stakeholders and members of the public.

The post requires an experienced cultural and heritage programme developer, with experience of caring for museum collections and developing/managing public programmes focused around making the collection accessible. The role requires the post holder to have a flair for heritage/cultural programming and a passion to reach out to wide audiences. The post holder will need to be a proactive and hands-on with a track record of working closely with organisations and community groups to deliver innovative and inspirational programmes.

The postholder will also have responsibility for coordinating the safe storage and management of the Wandsworth Heritage Collection and developing programmes that will make the Collection available to the public (either physically or digitally).

**Specific Duties and Responsibilities**

1. To develop and deliver relevant public facing programmes and activities. Some of these activities need to engage audiences with the Wandsworth Heritage Collection.
2. To oversee the secure storage of, care of, and maintenance of the Wandsworth Heritage Collection.
3. To manage budgets and secure additional revenue funds for programmes from a variety of sources.
4. To manage partnerships and co-commissioning arrangements with the University of Roehampton, heritage organisations and community groups.
5. To manage volunteers from the Museum Action Group.
6. To work closely with the marketing and communication team members to develop publicity materials to ensure services are communicated well to the relevant audiences and influencers.
7. To contribute to strategic initiatives and policies which increase the effectiveness of our services. To work with other Council services and partners to increase the public benefit on shared priorities.
8. To work flexibly across the service and provide support and cover for colleagues as required.

**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.

**Additional Information**

36 hours Monday to Friday. The post includes some flexible working, including weekends and evenings.

**Team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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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 practice in collection management | **X** |  | A/I |
| Knowledge of the designing accessible heritage programmes | **X** |  | A/I |
| Knowledge of digital platforms/media for developing heritage engagement opportunities and communications | **X** |  | A/I |
| Knowledge of operational systems that enable the smooth delivery of services | **X** |  | A |
| Knowledge of the relevant legislative and procurement processes. |  | **X** | A |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Experience of developing and delivering public facing heritage programmes. | **X** |  | A / I |
| Experience of managing and maintaining public art collections, including issues related to cataloguing, provenance and increasing public access. |  | **X** | A / I |
| Experience of programme evaluation, including the collection and analysis of data | **X** |  | A/I |
| Management of communications on projects or initiatives, including public facing campaigns. |  | **X** | A/I |
| Management of initiatives that incorporated new audience development, including the diversification of audiences. | **X** |  | A / I |
| Financial management including funding bids. |  | **X** | A / I |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| 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 |
| Ability to forward plan and manage relevant risk processes for assets and services. | **X** |  | A / I |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| None |  |  |  |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**