

Epsom & Ewell Borough Council

Role Profile Template

Role Title:	Arts, Culture and Heritage Programme Officer
Job Family:	Team Leader / Professional
Service:	Programmes Team
Location:	Town Hall/ other Council venues as appropriate/ hybrid working
Reporting To:	Principal Programme Manager

Role Purpose: <i>Why the role exists and its contribution</i>	<p>To support the development of a borough wide Arts, Culture and Heritage Strategy, assisting the Senior Management Team in facilitating a Strategic Cultural Partnership to act as the steering group for delivery of strategy aims and ambitions.</p> <p>Co-ordinate, manage and deliver a programme of arts, culture and heritage events that create the conditions for positioning and promoting Epsom, Ewell and Stoneleigh as a leading arts and creative centre of excellence and destination in Surrey and beyond.</p> <p>Develop, and deliver a programme of arts, culture and heritage events in Council venues, and on Council owned land that maximise income generating opportunities for the Council.</p> <p>As a member of the Council's wider team, contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture</p>
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Main Duties and accountabilities

Service Specific	<ul style="list-style-type: none"> Co-ordinate production of an Arts, Culture and Heritage Strategy for the Borough, managing stakeholder contributions and ensuring collaboration in co-design, production and delivery. Facilitate the formation, attend and co-ordinate an Epsom, Ewell and Stoneleigh Strategic Cultural Partnership (SCP) to steer strategy delivery. To be entrepreneurial, working with stakeholders to conceptualise, develop, facilitate and manage a high quality, innovative, inclusive and aspirational borough-wide programme of arts, cultural and heritage-based initiatives and events. Manage a range of arts, culture and heritage projects, from development and planning, to promotion, delivery and evaluation, building partnerships and tracking outputs, to ensure they support strategy aims and ambitions and the council's income
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	<p>generation targets, where events make use of Council owned venues or facilities.</p> <ul style="list-style-type: none"> • Work with partners to create a unique brand identity that positions Epsom, Ewell and Stoneleigh as a hub for creative excellence. • Provide high quality reports and management information, taking minutes, setting agendas and preparing project and programme plans to support the Strategic Cultural Partnership and Arts, Culture and Heritage Strategy delivery. • Report to senior leadership team and elected Members on strategy outcomes and performance measures in line with the council's performance monitoring cycle. • Advise and support the local arts and culture community by sharing information, professional development and funding opportunities, and brokering new partnerships. • Work across the arts and creative industries in partnership with SCP members, venues, practitioners, relevant Council services and other stakeholders offering practical support and advice in order to champion Epsom, Ewell and Stoneleigh's creative industries and heritage assets. • Collaborate with the borough's educational institutions to grow opportunities for the creative and cultural sector. • Undertake competitive benchmarking, gap analysis to illustrate opportunities to undertake product/project development in the creative and cultural sector and generate commercial propositions to attract investment. • Seek to maximise arts funding for the borough by researching, conceptualising and leading/enabling grant applications that link directly to the vision and aims of the borough wide Arts, Culture and Heritage Strategy. • Working collaboratively with local stakeholders and a range of regional and national arts organisations to maximise funding from ACE, other lottery distributors, trusts, grants, the commercial sector and similar. • Actively seek to increase opportunities for 'seldom-heard' residents to engage and participate in the arts, whilst encouraging collaborations to generate capacity, leadership and home-grown content. • Raise local awareness of the work being undertaken to deliver the Strategy by working with the Council's communications team e.g. through local press releases and developing website content. • Investigate and prepare business cases for any opportunities to
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	<p>enhance income generating activities in council venues, seek opportunities to secure commercial sponsorship.</p> <ul style="list-style-type: none"> • Plan, organise and attend some of the arts, culture and heritage events that are developed as part of the wider programme of events. • Occasional evening and weekend working is a feature of the job.
Generic Duties	<p>Professional</p> <ul style="list-style-type: none"> • Retain a professional qualification and membership and participate in learning that is required to perform the role effectively and in line with statutory requirements. • Use technical and professional knowledge to help ensure council statutory obligations are adhered to through investigations, inspections and enforcements in accordance with relevant legislation, codes of practice and other regulatory instruments • To provide general advice and support to the organisation in relation to service specific requirements. • To seek, build and maintain good relationships with senior managers, business partners, other Councils and all levels of staff. • Manage issues and processes to a conclusion effectively protecting the Council's interests.

The key decision-making areas in the role
<p>Delivery of projects and programmes to support the Arts, Culture and Heritage Strategy</p> <p>Developing and maintaining stakeholder and partner relationships</p> <p>Providing project and programme management support and advice</p> <p>Working with the Principal Programme Manager, to decide when to initiate corrective action or management intervention when a, event, strategy project or programme is not progressing as anticipated</p> <p>Performance management reporting</p> <p>Writing project plans, Committee Reports and Business Cases</p> <p>Proposing service enhancements and identifying new income streams</p> <p>Deputising for the Principal Programme Manager as and when required</p>

<p>Ensuring adherence to Financial Regulations and Contract Standing Orders</p> <p>To ensure that the Council's Customer Care standards are maintained when dealing with members of the public and internal customers</p>
Customers and contacts
<p>All staff, public, clients/customers, businesses, service providers and third-party suppliers, central government departments, statutory bodies, other local authorities, grant administration and awarding bodies, arts, culture and heritage sector partners and stakeholders.</p>

Dimensions of the role	
Financial	Non-financial
<ul style="list-style-type: none"> Managing project or event budgets and resources Reporting to grant making bodies on use of any grant awards made 	<ul style="list-style-type: none"> Matrix management of project teams drawn from across the council Management of external partners, stakeholders, businesses, service providers and contractors Responsible for ensuring project and programme assurance and compliance within established governance structures Negotiating commercial sponsorship opportunities

Person Specification

Qualifications and Training	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Relevant degree or equivalent demonstrable work experience in project or programme management and business case preparation.	E	x	
Obtained or working towards a project management, programme management or marketing qualification.	D	x	
Knowledge and Experience			
Demonstrable experience of the successful delivery of projects and programmes	E	x	x
Knowledge of project management methodologies and experience of delivering projects from planning, execution to evaluation	E	x	x
Extensive customer services experience, preferably gained in a public sector/ local government environment or similar organisation	D	x	x
Experience of working in the art/tourism/economy or heritage sector	E	x	x
Demonstrable experience of partnership working and strategy development with multiple stakeholders	E	x	x
Experience of bid writing, ideally of preparing ACE or Heritage Lottery Fund applications	E	x	x
Hands-on experience of a range of communications activity (e.g. social media, websites, e-comms, publications, advertising, websites, PR)	D	x	x
Experience of organising events including undertaking risk assessments	D	x	x
Experience of preparing and presenting business cases and options appraisals and of generating new income	E	x	x
Experience of generating commercial sponsorship	D	x	x
Skills			
Sound financial management and reporting skills	D	x	x
Strong IT skills, including full Microsoft 365 suite	E	x	
Aptitude for identifying new opportunities	E	x	x
Excellent written English (including proof-reading	E	x	x
Strong presentation skills	E	x	x
Skilled problem solving, able to think and work effectively	D	x	x

under pressure and to deadlines			
Highly skilled and persuasive communicator with strong interpersonal skill	E	x	x
Ability to demonstrate creativity	D	x	
Analytic skills, with an ability to prepare and present statistics and reports for a wide range of audiences	E	x	x
Additional Requirements			
Occasional evening and weekend is a feature of the job as is occasional working away from home (e.g. at events, training)	E	x	
No contra-indications in personal background or criminal record indicating unsuitability in this role	E	x	
Legally entitled to work in the UK.	E	x	
Access to a computer at home, that is connected to the internet	E	x	
Ability to participate in the Council's out of hours Civil Emergency arrangements	E	x	