

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE: Community Services Department
DIVISION: Leisure and Community Development
POST: Arts Officer
GRADE: Scale 6 **POST NO:**
RESPONSIBLE TO: Partnerships and Development Manager

JOB SUMMARY

To promote cultural activities in South Derbyshire focussing on the development of activity programmes for young and old people and support for cultural festivals across the district.

MAIN DUTIES AND RESPONSIBILITIES:

1. To support the work of the Cultural Events Group and in particular to support the coordination of cultural events
2. To increase opportunities for arts and cultural activity through partnership working.
3. To raise awareness of the health benefits of participation in physical and cultural activity and promote opportunities for active participation in South Derbyshire.
4. To work with partners to develop arts and cultural activities for young and older people.
5. To assist the Partnerships and Development Manager in the organisation and promotion of playscheme activities and the inclusion of arts activities within that service.
6. To work with partners to develop the capacity of local communities to develop cultural activities including the delivery, promotion and management of volunteer programmes in the community.
7. To liaise with the Performance and Marketing Officer, People Express, Swadfest, Sharpes Pottery, Get Active In The Forest Project, Derbyshire Arts Partnership, Countywide Arts Development Officers, South Derbyshire CVS and other partners as appropriate in the promotion and development of arts and cultural activity in the District.
8. To monitor and measure the impact of initiatives and programmes to allow, whenever possible the quantification of cultural, health and community safety benefits.

- 9 To carry out all duties with regard to his/her health and safety implications, crime and disorder implications, safeguarding vulnerable people, data protection implications and their impact upon the Council's equal opportunities and sustainability policies.
- 10 To contribute towards the development of strategy and policy in the area of cultural activity.
- 11 To carry out all duties as may be required within the general responsibility level of the post, in agreement with the Partnership and Development Manager.

Date Issued:

PERSON SPECIFICATION

POST: Arts Officer

Specification

**Essential /
Desirable**

How Assessed

When Assessed

KNOWLEDGE AND EXPERIENCE

Proven experience of working in the field of arts and cultural development

Essential

Application form/Interview

Selection for interview/Interview

Experience of working in the field of marketing, community development or event management

Desirable

Application form/Interview

Selection for interview/Interview

A high level of verbal and written communication skills eg An ability to write accurate and concise reports, to make presentations/deliver training courses

Essential

Application form/Interview

Selection for interview/
Interview

Experience of computer based programmes, i.e. Windows, Excel etc.

Essential

Application form/Interview

Selection for interview/Interview

Experience of working in partnership with public bodies and voluntary and community sector groups

Essential

Application form/Interview

Selection for interview/Interview

Experience of delivering projects that involve aspects of marketing, resource management, monitoring and evaluation

Essential

Application form/Interview

Selection for interview/Interview

A Degree or equivalent qualification or demonstrable learning in a related area.

Essential

Application form

Selection for Interview

Experience of community engagement in project and strategy development

Essential

Application form/Interview

Selection for interview/Interview

<u>Specification</u>	<u>Essential / Desirable</u>	<u>How Assessed</u>	<u>When Assessed</u>
RELATIONS WITH PEOPLE			
Ability to work well as a member of a multi-agency team	Essential	Interview	Interview
Ability to empathise, lead and motivate within a team setting	Essential	Interview	Interview
Ability to work well with a wide range of agencies and organisations	Essential	Interview	Interview
INITIATIVE AND INDEPENDENT ACTION			
Ability to be self-motivated and generate personal workload. Have the capacity to effectively organise and prioritise the same	Essential	Application form/Interview	Selection for Interview/Interview
Be able to meet deadlines whilst maintaining the highest standards of quality	Essential	interview	Interview
CREATIVITY AND INNOVATION			
Ability to cope with change.	Essential	Interview	Interview
Ability to identify funding opportunities and make or support successful funding applications	Desirable	Application form/Interview	Selection for interview/Interview
EQUAL OPPORTUNITIES			
Ability to demonstrate a commitment to the principles of equal opportunities and diversity in	Essential	Interview	Interview

service delivery and/or employment

SPECIAL CIRCUMSTANCES

Ability to carry out duties out of normal office hours eg to attend meetings, provide training courses

Essential

Interview

Interview

Driving licence and or access to suitable transport

Essential

Application form/Interview

Selection for Interview/Interview