**SEFTON MBC / Communities Department**

Job description: Community Cohesion & Cultural Learning Officer

**Grade:** F

**Hours:**  Fixed term position 18 months / 36 hours per week

**Location:** The Atkinson, Southport and across Sefton

**Post No:** POSN418142

**Job Evaluation Number:** A4270

**Responsible To:** Locality Team Manager

**Responsible For:** Volunteers and work placements

**JOB PURPOSE**

This is a fixed term post based at the Atkinson in Southport but working across Sefton as required.

The role will support stronger communities, with a focus on promoting wellbeing through opportunities for learning and cultural engagement.

The post holder will develop partnerships between a variety of Council teams, community groups, creative practitioners and learning providers. This will include areas of project management, supporting the delivery of high-quality cultural events and activities, which are accessible and enjoyed by a wide range of audiences.

Responsibilities will include fundraising activity including support for monitoring and evaluation of externally funded projects.

**MAIN DUTIES**

1. To build, manage and maintain effective partnerships and communication with internal and external stakeholders
2. To map cultural activities and organisations across Sefton, co-ordinating partnership meetings for these groups.
3. To develop opportunities to attract under-represented audiences helping to remove barriers to participation and engagement
4. To support advocacy for the development of Sefton’s cultural and learning programmes
5. To identify potential funding streams and work as a key member of the team to apply for any agreed funding bids.
6. To help evaluate impact of projects, ensuring qualitative and quantitative data is gathered effectively and used to inform future planning
7. To ensure that activities are developed with a focus on the requirements of schools, families and groups who face barriers to participation.
8. To develop educational resources for formal and informal learning visitors across a range of media
9. To identify and develop opportunities to generate income from commercial opportunities, public events, trusts and foundations, public and private sources and individuals
10. To support staff working across cultural and learning programmes, including volunteers and work placements.
11. Maintain professional awareness and personal development for self and others, as appropriate.
12. Participate in conferences, reviews, meetings, and other forums as required.
13. Engage within the development of the service and Continuing Professional Development through PDR, team training, service meetings and council events.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

### The post holder must ensure that confidentiality of all information is maintained and that working practices comply with the provision of the Data Protection Act 1998 and General Data Protection Regulations (May 2018).

The post is customer-facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

**Date:** August 2025

**Designation:** Localities Team Manager

**Person specification: Community Cohesion & Cultural Learning Officer**

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| **Personal Attributes Required** | **Essential (E) or** **Desirable (D)** | **Method of Assessment** |
| **Qualifications**   1. Literate and numerate 2. A degree or equivalent qualification in a relevant area of study or discipline. 3. Computer qualification e.g. ECDL, CLAIT | E  E  D | AF I  AF C  AF C |
| **Experience**   1. Expertise in developing and delivering inclusive, creative, learning and engagement projects within a cultural environment. 2. Proven capability of effective working as part of a multi-disciplinary team and on own initiative 3. Balancing conflicting demands and working to deadlines with limited resource 4. Experience of writing grant applications and fundraising. 5. Demonstrable experience of successfully managing other personnel, whether paid or voluntary. 6. Proven experience of implementing relevant Health and Safety requirements and practices. 7. Managing change for self and others | E  E  E  E  E  E  E | AF I  AF I  AF I  AF I  AF I  AF I  AF I |
| **Knowledge / Skills / Abilities**   1. Ability to think and plan creatively and operationally 2. Proven ability to meet deadlines through excellent time management skills and a flexible approach to problem solving 3. Proven ability to establish, manage and develop partnerships with external organisations, locally or nationally. 4. A sound understanding of audience development and community engagement practices. 5. Excellent communication skills, written and oral including writing and presenting funding applications, reports and papers on complex issues. 6. Proven ability to set up, manage and evaluate complex projects, including estimating costs and managing budgets 7. Ability to work efficiently on own initiative, prioritising workload to ensure objectives are met to agreed timescales 8. Computer literate with a willingness to learn new applications and technology as appropriate. 9. Understanding of, and commitment to, equal opportunities 10. An enthusiastic and outgoing personality with good interpersonal skills | E  E  E  E  E  E  E  E  E  E | AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I  AF I |

**AF = Application Form**

**I = Interview**

**C = Certification**