EXETER CITY COUNCIL

Job Description

JOB TITLE : **Cultural Development Lead (Maternity Cover for up to a year)**

GRADE : **Grade J**

POST NO : **0562**

DIRECTORATE : **Place**

UNIT : **Culture**

REPORTS TO : **Head of Culture**

RESPONSIBLE FOR : No current line management responsibility

LIAISON WITH : Strategic Management Board, Operational Management Board, Portfolio Holder for Arts, Culture & Tourism, cultural organisations and professionals, Arts Council England, Historic England, other relevant national bodies, Exeter Safety Advisory Group, and local event organisers, community and arts organisations

MAIN PURPOSE

To facilitate the delivery of the Council's new Cultural Strategy and associated action plans and investment plans. To support the Council's ambition to be an international City of Culture.

By building and strengthening relationships with local, regional and national cultural partners, establish and coordinate an effective strategic leadership and advocacy body for the culture and creative sector in Exeter to deliver environmental, social and economic outcomes.

To establish a council-wide strategic approach to facilitating and delivering a City of Culture across the whole organisation and in accordance with the Corporate Plan 2025-2028. Ensure that culture plays a meaningful role in relevant council programmes and initiatives including Liveable Exeter, Live and Move, Wellbeing Exeter, City Development, Housing and Operations contributing to community and resident wellbeing.

To liaise with and support National Portfolio Organisations funded by Arts Council England and other key cultural institutions in Exeter and co-ordinate wider networks of cultural organisations across the region and nationally.

To coordinate and deliver partnership-led cultural programmes, coordinating events, filming, and public-facing cultural activities.

MAIN DUTIES & RESPONSIBILITIES (MDR)

1. To lead the development, embedding and delivery of a new Cultural Strategy for Exeter 2026-2031

2. Lead the co-ordination and convening of the Connected Culture Theme Group, Exeter Partnership, offering guidance on policy, governance, and emerging priorities that support the city's long-term ambitions
3. To support the cultural sector in Exeter by actively advocating with investors and funders and ensuring alignment between the Cultural Strategy and other city-wide strategies, visions and place branding. To establish a partner network to apply for funding and promote programmes and opportunities that support culture in the city.
4. Facilitate a cultural sector forum to share best practice, expertise and forge partnerships - bridging the knowledge gap between cultural leaders across the sector, from NPOs through to smaller cultural organisations and independent practitioners.
5. Work with cultural organisations, Higher/Further Education providers and schools to share best practice, promote and co-ordinate existing and new talent development schemes for young, aspiring and early career creatives in addition to on-going career support and those transitioning into the creative sector.
6. Manage the culture budget, including annual funding agreements and coordinate network meetings for the four funded Arts Council England National Portfolio Organisations in Exeter
7. Provide strategic support and advice to partnership networks including the Exeter Heritage Partnership and Fairtrade Steering Group, attending sector networking meetings and events as appropriate
8. Maintain steward designation of the UNESCO City of Literature and in partnership with the Exeter City of Literature Charity and other cultural partners, collaborate and scale up ambition in how to use the UNESCO City of Literature designation for the benefit of the city and communities.
9. Establish and oversee evaluation frameworks for partnership projects and cultural programmes.
10. Produce reports, presentations, and impact summaries for internal and external stakeholders, sharing learning and embedding best practice across the organisation, citywide, regional and national partners.
11. Coordinate and implement a cross-departmental Events Policy, ensuring a consistent, safe, and supportive framework for events through the Exeter Safety Advisory Group.
12. Promote a safe and supportive environment for all customers and be mindful at all times of the council's duties and responsibilities to safeguard children and adults with care and support needs.
13. Support the council as a service provider, community leader and employer to demonstrate its commitment to being an exemplar in promoting equality and tackling social exclusion.

Person Specification

JOB TITLE : Cultural Development Lead

GRADE : I (Job Evaluation pending)

POST NO : 0562

DIRECTORATE : Place

UNIT : Culture

Qualifications & Knowledge

Criteria	Essential/ Desirable (E/D)	Method of Assessment
BSc. or MSc. in (or equivalent) Arts & Culture focussed degrees, Social Sciences and Humanities or Policy, Government and Public Sector related studies	E	A
Programme or Project Management qualification or evidence of comparable programme management experience	E	A
Comprehensive understanding and application of cultural strategy, policy and programme implementation	E	A, I
A minimum of 5 years post qualification experience and a good understanding of the cultural sector	E	A
Experience and a good understanding of the role that culture can play in community and health & wellbeing settings	D	A, I
Extensive experience in leading and motivating a diverse range of partners, stakeholders and cultural groups to ensure effective programme delivery	E	A, I

Special Requirements & Skills

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Ability to apply 'critical thinking' to problems and find workable solutions.	E	A, I
Ability to think differently and creatively in response to challenges of delivering a cultural strategy in a complex partner landscape	D	A, I
Ability to frequently use initiative and to operate under	E	A, I

Criteria	Essential/ Desirable (E/D)	Method of Assessment
minimal supervision only.		
Ability to develop strong relationships and build capacity within cultural and community sectors	E	A, I
Ability to prioritise own work and produce high quality, accurate work to tight timescales.	E	A, I
Ability to manage budgets, grant agreements and provide financial reporting information	E	A, I

Other

CATEGORY: A: Application, **C:** Certificates, **T:** Testing, **I:** Interview, **R:** References.

COMPLETED BY : James Bogue, Place Partnership Manager

DATE PREVIOUSLY UPDATED : February 2018

DATE UPDATED : April 2026