LISBURN & CASTLEREAGH CITY COUNCIL

JOB DESCRIPTION

Job Reference: JF3952

JOB TITLE:	Community Arts & Events Officer
DEPARTMENT:	Leisure & Community Wellbeing
UNIT:	Communities – Creative Communities & Heritage
SCALE:	PO2
RESPONSIBLE TO:	Arts & Museum Services Assistant Manager
DURATION:	Permanent
LOCATION:	ISLAND Art Centre & ILCLM
HOURS OF WORK:	37 Hours – Monday – Saturday

KEY PURPOSE

The post holder is responsible for the development and delivery of a diverse arts & heritage programme on a community outreach basis and for the development of a proactive programme of community events, activities and festivals to enhance community access to the Creative Communities & Heritage service. The post holder also responsible for the delivery of large-scale and localised events across the council area.

The post holder will undertake duties relevant to the post allocated by the Arts & Museum Services Assistant Manager and participate in the interchange of duties and will act as a Duty Officer on a rota basis for the Service; and when acting in this capacity be responsible for the safe and efficient control and management of the facilities, staff and public.

KEY DUTIES AND RESPONSIBILITIES

1. Responsible for generating long-term active involvement in the arts & heritage, across all disciplines through specific community outreach programmes targeting a range of stakeholders, increasing community participation and attendance across the unit.

2. Responsible for the effective management of expenditure and income for the community arts programme including budgetary planning, costing, monitoring, spending, grant-aid and sponsorship in accordance with the Council's financial regulations, departmental monitoring systems and funding bodies' requirements.

3. Responsible for the management and production of the Council's annual 'Mayor's Carnival Parade' and other key events ensuring these are developed as a major council-led events. This will include developing creative content, artists' bookings; facilities and equipment bookings; publicity and promotions; hosting events (where necessary) and all other related logistical arrangements.

4. Assist and advise local societies, community groups, performance companies, artists, schools, sponsoring agencies, business and cultural groups in the provision of arts, cultural and heritage activities across the council and, where possible, assist in facilitating these activities. Liaise with the National and Regional Statutory and Voluntary Bodies and their agents on all relevant culture matters, assisting with the promotion and organisation of events originating from these bodies.

5. Develop and enhance working relationships with relevant partners and stakeholders to maximise corporate and community planning outcomes and to generate innovation in service delivery.

6. Assist with the assessment and allocation of grant-aid provision for relevant projects by the local community, as required and prepare external grant-aid and sponsorship applications for community arts and cultural activities liaising with funding bodies as necessary.

7. Assist with relevant staff regarding the Council's responsibilities in respect of Insurance, Security, Health and Safety for all relevant activities and events.

8. Provide, in conjunction with the Information and Education team a range of outreach training and education programmes for the relevant audiences.

9. Assist the senior management in developing and implementing a strategic vision and operational priorities for the wider service including the development of specific performance indicators.

10. Devise, implement and monitor a range of internal management systems for the community arts programme together with systems of evaluation.

11. Undertake duties as allocated by the Arts & Museum Services Assistant Manager and contribute flexibly to service delivery and act as Duty Officer as required, taking responsibility for operational oversight and issue resolution during allocated periods. Participate in the interchange of duties to ensure continuity of service.

12. Work collaboratively with internal teams, contractors and stakeholders to support successful delivery of Council services, programmes and events.

13. Ensure compliance with Council policies and procedures and operate within the highest standards on management and personal behaviour, which reflect the core values and behaviours of the organisation.

14. Ensure the provision of high standards of customer care across all the services provided by the unit and promote and manage the service effectively and communicate in a way, which embraces and promotes the public image and overall reputation of the Council.

Note:

The post holder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of organisational change. The Council therefore reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation.

Person Specification – Community Arts & Events Officer

	Essential Criteria	Method of Assessment
Qualifications and Experience	It is essential that applicants have a minimum of: **Qualification** 1.1 A third level qualification (for example, an HNC, HND, NVQ Level 4, Degree) or equivalent **Experience** 1.2 Three years' experience at management level with responsibility for the following areas • Community engagement • Facilitation • Event management • Programme delivery Where applicants do not hold the qualifications as outlined in **1.1** above, they must demonstrate a minimum of **six** years' experience as outlined in **1.2** above.	Application Form / Interview/Pre employment checks Application Form / Interview
Knowledge	• Knowledge of audience development and community engagement practices • A working knowledge of the Microsoft Office suite of computer programmes • Understanding of event management and processes	Application Form / Interview
General	**1.3** Hold a full (i.e. not provisional) and current driving licence and access to a car or * have access to a means of transport which would enable the applicant to carry out the duties of the post. *Applies only to applicants who have a disability under the Disability Discrimination Act.	Application Form/Pre employment Check

	Essential Criteria	Method of Assessment
Special Circumstances	A person whose role includes management or supervision of any person who is engaging in regulated activity, is also in regulated activity. The post for which you are applying is therefore regulated (and therefore a conviction can never become 'spent') and you must declare any previous convictions in the relevant section of the criminal declaration form. As part of the pre-employment checks we will also complete an enhanced Access NI check with children's barred list. Having a conviction will not necessarily debar you from working with Lisburn and Castlereagh City Council.	Pre-employment check – Enhanced Access NI Check

BEHAVOURAL COMPETENCIES – REFER TO ATTACHED GUIDE 'COMPETENCY FRAMEWORK FOR LOCAL GOVERNMENT'

The following behavioural competencies have been designated as essential behaviours that should be demonstrated in order to successfully perform this role. These behaviours will be assessed during the selection process. Applicants should refer to the attached competency guide.

Factor	Criteria	Essential	Assessment Method
	2.1 – Managing our Own Work Plan, structures and prioritises own work to achieve optimum results.	Yes	Application / Interview
	3.3 – Meeting Customer Needs Establishes the needs of customers and strives to ensure that these are met.	Yes	Application / Interview
	4.1 – Problem Solving & Decision Making Gathers information from a range of sources. Analyses information to identify problems and issues. Makes effective decisions and recommendations based on resolution agreement within an environment of trust, mutual respect and co-operation.	Yes	Application / Interview
	4.3 – Achieving Results Takes personal responsibility for making things happen. Shows motivation and perseverance in overcoming obstacles and achieving results.	Yes	Application / Interview
	2.3 Communicating with Impact Presents a positive image by communicating effectively, being resilient and treating people fairly.	Yes	Application / Interview