

Job Description and Person Specification

Role: Programme Officer – Culture and Creative Economy



Job Description

Job Title	Programme Officer – Culture and Creative Economy
Grade	Grade 6
Service	Culture, Sport, Events and Destination Service
Reports to	Development Manager – Culture and Creative Economy
Location	One Friargate
Job Evaluation Code	D2829D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health, education and skills, adults' and children's services and providing support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To provide support for the development and delivery of projects and programmes in the Culture, Sport, Events and Destination Service, taking a lead as required for discrete activities where required.

The job role's primary focus will be to enable commissioning, delivery and evaluation of culture and creative economy activities in a robust and effective manner, and to ensure the Service meets high standards of financial and operational management and fulfils its reporting and monitoring functions within corporate frameworks.

Our values

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Main Duties & Key Accountabilities

- Support the Service in delivering activities which increase participation in culture, including by those least likely to participate, and which raise Coventry's profile and increase economic impact.
- Support the Service in all aspects of cultural and creative economy programme and project management. Organise and manage meetings, collate and write reports, maintain effective risk registers, and contact databases, liaise effectively with colleagues promoting related services to the public.
- Take a lead in commissioning projects in the service, including issuing calls and managing a portfolio of grant funded activities, and related stakeholder engagement as appropriate, in accordance with agreed plans.
- Lead the collation and processing of applications and claims to funding bodies and project claims from delivery partners, providing advice to funded organisations and individuals as required.
- Lead the development of monitoring systems to track and document expenditure, outputs, risk, issues etc. for revenue and capital projects and programmes. Use these systems to analyse performance data and create management reports and to promote activities effectively to target markets.
- Support the financial management of projects and programmes, working with the Head of Culture and Creative Economy and Development Managers to set budgets, monitor and forecast expenditure, claim funds, track income and make payments, including taking a role in assessing grant applications; advising applicants; making funding recommendations and attaching conditions of grant; monitoring and reporting; releasing grant payments.
- Support governance structures in the Service, including those applying to funded programmes and projects, grant schemes for external applicants, corporate business processes and the management of strategic partnerships within the service – including the Coventry Culture Works partnership, Coventry Cultural Education Partnership, Arts and Health Alliance, and Public Art Strategy Group.
- Assist with the effective management of processes in the Service, including servicing and recording meetings as required, supporting the Head of Culture and Creative Economy and Development Managers as required.
- Support the development, delivery and promotion of new projects and programmes in the service, leading the procurement, due diligence and contracting of delivery partners as required.
- Work as part of a flexible team, able to support and enhance the impact of a variety of projects, events, promotions and services to take account of fluctuations in business.
- Maintain accurate records, including keeping records of decisions, audit paperwork for grant schemes, minutes, reports and any other documentation required in an orderly manner on the Council's paper-based and electronic systems.

- Develop strong working relationships with team members, colleagues across the Council, key stakeholders and delivery partners to support the delivery of the role's Duties and Responsibilities.
- Deputise for colleagues when required.
- Any other duties within the range of the salary grade.

Key relationships

<p>External Arts Council England Coventry Culture Works Partnership National Lottery Funders and key Trusts and Foundations No Ordinary Hospitality Management</p>	<p>Internal Business Investment and Culture Communities Finance Law and Governance Property Services and Development Public Health and Wellbeing</p>
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
<p>In-depth understanding of the principles of and good practice in:</p> <ul style="list-style-type: none"> - Cultural / creative economy development and local/regional/national structures, policies and practice - Grant regime principles and processes - Capital project management and related risks - Programme management techniques - External funding reporting requirements 	
Skills and Abilities	
Good inter-personal skills, confidence in dealing with senior colleagues and external contacts.	
Ability to communicate clearly both written and verbal.	
Ability to arrange, store and present information in a helpful and understandable format.	
Ability to conduct successful contract negotiations with service delivery organisations and key stakeholders.	
Ability to analyse financial and numerical data, performance information, and written information, and draw valid conclusions and produce reports.	
Ability to undertake basic research.	
Well established project management skills.	
Ability to quickly acquire knowledge.	
Demonstrable skill in the creation and use of spread sheets, word processing and presentation packages.	
Ability to work on own initiative and organise, plan work without close supervision.	
Ability to generate a culture for change that encourages creative and innovative thinking.	
Experience	
Relevant work experience of culture and/or creative economy programmes and activities or equivalent experience.	
Experience in a programme/project management or delivery role, or performance management role.	
Qualifications	

Excellent ability to demonstrate acquiring knowledge
Graduate level qualification in culture or the creative economy, or equivalent work experience
Special Requirements
Enthusiasm for widening participation in culture
Occasional requirement to work flexibly in relation to hours, including unsociable hours, evenings, weekends and occasional overnight stays.

Date Created	18/09/19	Date Reviewed	August 2023
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