



Coventry City Council



Job Description

Post:	Coventry Cultural Education Partnership Programme Officer	Job Number:	D2829D
Service:	Business, Investment & Culture	Post Number:	1036602
Location:	Sport, Culture & Destination Service	Grade:	6

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.

Job Purpose:

To provide support for the development and delivery of projects and programmes in the Sport, Culture & 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 Coventry Cultural Education Partnership (CCEP) 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.

Main Duties and Responsibilities:

1. 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.
2. Support the service in all aspects of the effective project and programme management of the Coventry Cultural Education Partnership and all related activities. Organise and lead meetings, collate and write reports, maintain effective risk registers and contact databases, liaise effectively with colleagues promoting related services to the public.
3. 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.
4. Lead the collation and processing of applications and claims to funding bodies and project claims from delivery partners, providing advice to individuals as required.
5. Lead the development of monitoring systems to track and document expenditure, outputs, risk, issues etc for projects and programmes. Use these systems to analyse performance data and create management reports and to promote activities effectively to target markets.
6. Support the financial management of projects and programmes, working with Service Managers and the CCEP Chair to set budgets, monitor and forecast expenditure, claim funds, track

income and make payments, including taking a role in grant application monitoring and reporting, releasing grant payments.

7. Support governance structures in the service, especially those relating to the Coventry Cultural Education Partnership including corporate business processes and the management of strategic partnerships within the service including Culture Change Coventry and the Arts & Health Alliance.
8. Assist with the effective management of processes in the service, including servicing and recording meetings as required, supporting the Head of Service, Service Managers and CCEP Chair as required.
9. 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.
10. 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.
11. Responsible for supervising children and young people during projects and at events
12. 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.
13. 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.
14. Deputise for colleagues when required.
15. Any other duties and responsibilities which support the development and delivery of projects and programmes in the service.
16. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Equality, Diversity and Inclusion Policy.

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

Responsible for:	n/a	Responsible to:	Service Manager - Culture and Sport
Date Reviewed:	04/12/20	Updated:	04/12/20



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Person Specification

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Area	Description
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Knowledge:	<p>In-depth understanding of the principles of and good practice in:</p> <ul style="list-style-type: none"> • Culture and/or Education 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
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Skills and Abilities:	<ul style="list-style-type: none"> • 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 • Able 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
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Experience:	<ul style="list-style-type: none"> • Relevant work experience of culture and education programmes and activities or equivalent experience • Experience in a programme/project management or delivery role, or performance management role
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Educational:	<ul style="list-style-type: none"> • Excellent ability to demonstrate acquiring knowledge • Graduate level qualification in culture or education or equivalent work experience
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	<ul style="list-style-type: none"> • Enthusiasm for widening participation in culture
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Special Requirements:	<ul style="list-style-type: none"> Occasional work outside normal office hours This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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Date Reviewed:	04/12/120	Updated:	04/12/20
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