



Coventry City Council

Job Description

Vacancy Reference No: MS/250/09

Job Title:	Cultural Development Manager	Job Number:	Y5508D
Directorate:	Business Investment & Culture	Post Number:	1036692
Service:	Sports Culture & Destination	Grade:	8
Location:	Friargate Floor 11		

Our Values

It's great to know that you are interested in working with us at Coventry City Council. As a perspective employee it is important that everyone who works for us is committed to our One Coventry values and shares our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

To lead the development and implementation of arts and cultural strategies and plans, leading on cultural projects and the management of key staff.

Main Duties and Responsibilities:

1. Lead and assist in the formulation, implementation, monitoring and review of arts and cultural strategies and development plans, particularly with regard to increasing participation and maintaining and developing the provision of cultural assets.
 2. Investigate, develop and lead on major projects, initiatives and events aimed at improving, extending or promoting arts and cultural provision in the city.
 3. Develop and promote approaches to effective partnership working with a range of partners within the Directorate, the Council other public, voluntary and private organisations in Coventry and throughout the region.
 4. Maximise the level of external funding aimed at improving or extending sports and active recreation provision in the city, co-ordinating funding applications with partners as appropriate.
 5. Lead, co-ordinate, and manage externally funded projects as required, having due regard to the council's objectives.
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6. Manage and monitor agreements/contracts with key partners as appropriate.
7. Manage the formulation of service plans and work programmes.
8. Maintain and up to date professional overview of issues relevant to arts & cultural development and cross-cutting issues. Responsible for developing the knowledge and skills of other members of the Sports and Arts Team and other partners.
9. Ensure effective planning, implementation and evaluation of projects and initiatives within the Sports and Arts Service Plan.
10. Provide information and advice to organisations preparing and developing bids to arts and culture related funding streams.
11. Ensure the compilation, recording, analysis and distribution of reports, statistics and information required to achieve the Sports and Arts Service Plan.
12. Design and deliver presentations to a variety of audiences as and when required.
13. Lead on the management of Health and Safety within Arts Development and be responsible for ensuring Health & Safety legislation and guidelines are adhered to.
14. Actively promote equality of opportunity and ensure all responsibilities are undertaken with due regard to City Council Equality, Diversity and Inclusion Policy and Departmental Equality Impact Assessment Action Plan.
15. Manage appropriate budgets and other non-council resources in accordance with City Council policies and procedures, ensuring all resources are put to best use in achieving the City Council's policies and priorities and pursuing continuous improvement in all aspects of service delivery.
16. Contribute to corporate working within Sports, Culture & Destination, Business Investment & Culture and across the City Council, taking the lead on projects where appropriate.
17. Support and deputise for the Service Manager Sports and Culture, including work with Elected Members and external partners, the preparation of reports and presentations and attendance at meetings.
18. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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

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

Responsible for: Programme Officers x 2

Responsible to: Service Manager Sports and Culture

Date Reviewed:

Updated: 14 Feb 2021



Coventry City Council

Person Specification

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Directorate:	Business Investment & Culture	Post Number:	1036692
Service:	Sport, Culture & Destination	Grade:	8
Location:	Friargate Floor 11		

Area	Description
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Knowledge:	<ul style="list-style-type: none"> • Broad knowledge of the structure and funding of arts and culture in the UK.
	<ul style="list-style-type: none"> • Comprehensive knowledge of the roles different organisations play in developing arts and culture
	<ul style="list-style-type: none"> • Comprehensive knowledge of cultural development and cultural project management
	<ul style="list-style-type: none"> • An understanding of the work, funding and policies of key partner organisations.
	<ul style="list-style-type: none"> • Knowledge of performance management techniques and an understanding of how these can be applied to cultural development work.
	<ul style="list-style-type: none"> • A detailed understanding of issues relating to arts and culture service provision
	<ul style="list-style-type: none"> • Knowledge of research, consultation and evaluation techniques and how they can be applied.
	<ul style="list-style-type: none"> • An understanding of modern local government, particularly corporate performance and social inclusion.

Skills and Abilities:	<ul style="list-style-type: none"> • Communication and interpersonal skills, the ability to motivate, enthuse, persuade, negotiate and influence in the spoken work and in writing.
	<ul style="list-style-type: none"> • Strategic, critical thinking and decision-making skills
	<ul style="list-style-type: none"> • Financial management skills, including the preparation and management of budgets.
	<ul style="list-style-type: none"> • Ability to work under pressure.
	<ul style="list-style-type: none"> • Ability to work on own initiative and as part of team.

Experience:	<ul style="list-style-type: none"> • Extensive arts & cultural development experience and a proven track record of achievements gained by working in the field.
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	<ul style="list-style-type: none"> • Experience of supervising staff including setting work programmes and providing clear direction to achieve defined standards.
	<ul style="list-style-type: none"> • Experience of developing and managing arts and cultural grant schemes.
	<ul style="list-style-type: none"> • Experience of implementing programmes or projects designed to promote and increase equality in cultural participation.
	<ul style="list-style-type: none"> • Experience of drafting and implementing cultural development plans in partnership with others, as well as producing and implementing business plans.
	<ul style="list-style-type: none"> • Experience of implementing schemes to raise the standards of cultural education young people.
	<ul style="list-style-type: none"> • Experience of preparing funding bids and raising funds from a variety of sources to support programmes.

Educational:	<ul style="list-style-type: none"> • Degree, equivalent qualification in a related subject or equivalent experience.
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	<ul style="list-style-type: none"> • Willing to work flexibly in relation to hours, including unsociable hours, evenings, weekends and occasional overnight stays.
	<ul style="list-style-type: none"> • Ability to travel to meetings and events around the Coventry area.

Date Reviewed:

Updated: 14 February 2021