

Job Description

Cultural Development Officer

Cultural Services

Role Structure	Role Details
Directorate:	Community Wellbeing
Grade:	HC09
Location:	Plough Lane/ Hybrid
Responsible to:	Head of Cultural Services

Main purpose of the role

To support the development of arts, heritage and culture in Herefordshire, enabling cultural activities and advocating for culture across the county.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Review cultural strategies, policies and plans, as well as produce relevant service action plans and updates to the Council Delivery Plan. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Support the Herefordshire Cultural Partnership, attend quarterly Board meetings and work with Board members to develop and action priorities contained in the Cultural Strategy 2019-29. 	<ul style="list-style-type: none"> Quarterly
<ul style="list-style-type: none"> Support the delivery of the Cultural Strategy implementation plan, ensuring the council is meeting its delivery obligations against five target priority areas: Children and Young People, Creative Economy, Cultural Tourism, Cultural Democracy, and Creative Health. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Support the development of integrated cultural programming across the county - identifying, supporting and commissioning projects designed to facilitate health and wellbeing, economic growth, inward investment and service sustainability. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Manage internal and external cultural grant schemes and funded programmes including all procurement, monitoring, claims and reporting in accordance with council procedures and funder obligations. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Develop, produce and manage business plans, looking at access to funding / new income sources, maintaining an in-depth knowledge of local, regional and national funding opportunities, and preparing and submitting bid applications for external funding. 	<ul style="list-style-type: none"> Weekly



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Build positive and cohesive relationships working with a range of organisations, individuals, networks and partnerships in the county to grow the cultural sector. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Attend the Herefordshire Marketing and Events Group and the Herefordshire Celebrations Group, and work alongside city, town and parish council representatives to ensure coordination of quality and innovative cultural programming across the county. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Work alongside the Economy and Environment Directorate to promote art in the public realm, cultural programming across the county and the delivery of the Destination Management Plan to improve Herefordshire's tourism offer. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Facilitate networks and initiatives with artists, groups and organisations to support the capacity and profile of arts and creative industries across Herefordshire. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Attend the Creative Health Action Group and support the development and implementation of creative health initiatives and peer learning programmes across the county. 	<ul style="list-style-type: none"> Quarterly
<ul style="list-style-type: none"> Represent the Council and support Herefordshire Cultural Partnership in the delivery of the county-wide 'Our Place' Arts Council-funded creative health project. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Respond to customer questions and queries related to the arts, heritage and culture on behalf of the Council. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Identify cultural 'section 106' opportunities, working with the planning office to secure community funding allocations. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Ensure ongoing evaluation, collation of data and qualitative evidence informs continuous improvement of cultural programming and the sharing of lessons and good practice. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Represent the cultural services function at local, regional and national events as required by the Head of Cultural Services and Corporate Director 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Contribute to the operation of the Community Wellbeing directorate, and the successful delivery of its core function across public health, wellbeing and social care. 	<ul style="list-style-type: none"> Daily



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> Relevant arts degree or professional qualification, or relevant experience in a professional organisation. 	Essential	A, I
<ul style="list-style-type: none"> Able to demonstrate recent and continuing professional development and training in arts and cultural sector 	Desirable	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Track record of effective service delivery in a cultural environment. 	Essential	A, I
<ul style="list-style-type: none"> Knowledge of the creative and cultural economy; the issues affecting cultural participation and how to design cultural programmes that deliver social impact. 	Essential	A, I
<ul style="list-style-type: none"> Knowledge of funding regimes and the funding environment for cultural projects. 	Essential	A, I
<ul style="list-style-type: none"> Successful track record in fundraising to support the delivery of cultural initiatives and experience of writing bid applications. 	Essential	A, I
<ul style="list-style-type: none"> Experience of developing and managing cultural programmes with multiple stakeholders. 	Essential	A, I
<ul style="list-style-type: none"> Demonstrable partnership working skills, including practical experience of working with largescale and grassroots creative and cultural organisations, local voluntary 	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
and community sector groups, grant fund making organisations and public sector providers.		
<ul style="list-style-type: none"> Experience in grant and budget preparation, resource planning and monitoring of income and expenditure. 	Essential	A, I
<ul style="list-style-type: none"> Computer literate – including significant expertise in Word, Excel, PowerPoint, Access and Outlook. 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> Ability to influence and advocate for culture, with excellent negotiation skills. 	Essential	A, I
<ul style="list-style-type: none"> Ability to think strategically recognising corporate priorities and implications of decisions and projects. 	Essential	A, I
<ul style="list-style-type: none"> Self-motivated and able to work without direction and under pressure, managing a variety of tasks simultaneously. 	Essential	A, I
<ul style="list-style-type: none"> Ability to manage resources effectively. 	Essential	A, I
<ul style="list-style-type: none"> Ability to prioritise own workload under conflicting demands. 	Essential	A, I
<ul style="list-style-type: none"> Ability to set and achieve measurable targets and objectives. 	Essential	A, I
<ul style="list-style-type: none"> Excellent communication skills and with a high degree of sensitivity, empathy and diplomacy. 	Essential	A, I
<ul style="list-style-type: none"> Excellent presentation skills and experience and confidence to deliver high quality presentations to large audiences. 	Essential	A, I
<ul style="list-style-type: none"> Excellent customer care skills. 	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Willing to work outside normal office hours – this could include evening and weekend work 	Desirable	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and





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behaviour within the council. They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

