Aberdeenshire COUNCIL **Job Profile**

October 2017

1. JOB IDENTITY			
Post Title:	Cultural Development Coordinator	**Service:**	Education & Children's Services
Section:	Lifelong Learning & Leisure	**Grade:**	Support Leader L
Reports to:	Cultural Engagement Manager		

2. JOB PURPOSE

- To contribute to the vibrancy and sustainability of Aberdeenshire's towns and villages through targeted support to cultural third sector and partner arts organisations across Aberdeenshire.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

3. CORE RESPONSIBILITIES / DUTIES

- Contribute to the creation and implementation of a Cultural Capacity Building strategy, with a responsibility for supporting cultural third sector and partner arts organisations.
- Increasing participation, building capacity and improving Health and Wellbeing across Aberdeenshire, through management of the Arts Development Team and Youth Music Initiative Coordinator.
- Ensure delivery and continuous development of excellent customer service.
- Motivate, inspire and provide line management to staff teams.
- Develop and manage cultural grant funding programmes and identify and exploit external funding opportunities.
- Ensuring the safe and effective frontline operation of the portfolio of cultural services venues.
- Work with staff, partners, clients and customers to review performance and to incorporate feedback into programming and improvement planning.
- Manage positive relationships with staff, key partners, contractors, clients and customers including chairing of meetings as appropriate.

Agreed

4. QUALIFICATIONS AND TRAINING

Essential:
- Educated to degree level and experience in relevant sector

Desirable:
- Evidence of commitment to Continuing Professional Development

5. EXPERIENCE

Essential:
- Considerable experience of working in cultural sector in an operational context in the fields of performing and / or visual arts and event management including health & safety and customer care
- Proven success in cultural capacity building and developing audiences
- Managing and developing staff
- Experience of managing budgets

Desirable:
- Proven success in securing external funding
- Significant experience of partnership working with national and regional bodies and the voluntary sector
- Project management experience
- Experience of liaising with national agencies

6. KNOWLEDGE AND SKILLS

Essential:
- Good knowledge of the challenges faced by the third sector and the impact on communities through cultural interventions and engagement. Strong verbal and written communication skills
- Strong ICT skills
- Ability to travel

Desirable:
- Knowledge of leadership and management techniques
- Knowledge of local and national priorities particularly in relation to arts and museums sector
- Knowledge and understanding of the role and work or local authorities

Agreed

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post

Agreed