

	<h1>Job Description</h1>
JOB TITLE:	Arts & Cultural Officer, Arts Programmes
Accountable to:	Sector Support Manager
PURPOSE OF THE JOB	
<p>To support growth of Arts Award in the art and cultural sector and implement strategies that support professionals in the arts and cultural sector to engage with Trinity's Arts Programmes portfolio of projects - most notably Arts Award.</p> <p>This involves working across the cultural sector, including arts organisations, artists, film and media, museums, heritage and libraries, and includes advice, resource development and work with identified partners to build our credibility, growth and reach.</p> <p>This post is based within Trinity's Croydon office, with occasional visits to centres and events.</p>	
KEY ACCOUNTABILITIES & TASKS	
<ul style="list-style-type: none"> • Support the implementation of the Arts Programmes support strategy by designing and implementing activities to build participation in Arts Award across the cultural sector, including benchmarking and monitoring impact • Provide excellent customer focused advice and guidance by phone, email and from time-to-time in person • Manage and create e-communications to a variety of audiences to inform professionals and promote the programme • Develop appropriate support for arts and cultural professionals via the website, case studies and resources. • Identify and follow up with Arts Award advisers and centres to support embedded practice, growth of delivery and repeat moderations. • Represent Trinity at events across the cultural sector • Develop and manage effective partnerships and alliances to support growth and credibility • Co-ordinate Arts Award Supporter, a badging scheme for organisations who support Arts Award • Co-ordinate freelance commissions to develop resources or run special projects, as appropriate • Work with Marketing and Communications and Business Development colleagues to inform and support the strategies • Consider necessary systems development, and work with IT and operations to implement • Develop understanding of wider Trinity portfolio and looking for opportunities to develop these within the cultural sector 	

- Contribute to work with Arts Council England's Bridge organisations
- Contribute to reporting for relevant stakeholders as needed
- Undertake associated budget planning, monitoring and management
- Identify, monitor and manage all associated risks

JOB RELATED KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED FOR THE POST

Education/Qualification

- Educated to first degree or equivalent

Knowledge

- Understanding of young people's development through the arts
- Excellent knowledge of UK arts and cultural landscape and relevant policy
- Understanding of accreditation and its regulatory environment
- Some understanding of UK education and youth systems

Experience

- Working within or directly with the arts and cultural sector
- Developing and maintaining relationships with a range of partners
- Tracking and monitoring impact of projects or campaigns
- Resource development
- Delivering workshops/training

Skills

- Project management skills including budget and risk management
- Strong written and oral communication skills
- Excellent organisation and time management skills
- Proven ability to deliver to tight deadlines
- Negotiation and problem solving skills

CONTACTS : INTERNAL AND EXTERNAL

Trinity staff

Arts Council England and Bridge organisations staff

Arts and cultural organisations

Freelance artists and creative professionals

Arts Award advisers, trainers, moderators

FINANCIAL PARAMETERS

Responsibility for monitoring spend against budget, agreeing any spend with line manager