

**Role Profile**

<b>Job Title:</b>	Arts & Culture Project Content Coordinator – Cultural Impact Award
<b>Location:</b>	Colindale
<b>Department:</b>	Arts and Culture
<b>Directorate:</b>	Strategy and Innovation
<b>Grade:</b>	H
<b>Type of Working:</b>	Onsite working / Hybrid
<b>Reports to:</b>	Senior Arts and Culture Officer

**1. Job Purpose:**

The post holder will support the delivery of the Council's cultural programmes, including supporting the delivery of the Cultural Impact Award and other creative placemaking, public art initiatives, and grant-funded activities. They will assist with project administration, communications, and reporting, working closely with internal teams and external partners.

A key part of the role involves generating and coordinating content for comms for press and social media and digital channels such as the Art in Barnet and Cultural Impact Award webpages - ensuring timely and accurate communication of arts and culture activities. The post holder will help maintain key planning documents, update communication channels, and ensure smooth coordination of meetings and events.

This is a hands-on support role requiring flexibility, strong organisational skills, and a proactive approach to working across service areas to help promote Barnet's culture and heritage offer.

**2. Key accountabilities:***Content and comms*

- Coordinate the implementation and delivery of the CIA Comms Strategy
- Develop engaging written and visual content for a wide variety of channels aimed at different audiences, including print material and digital channels
- Monitor comms impact and produce evidence-based performance and evaluation reports for internal stakeholders and external partners
- Manage the logistics of production and delivery for Cultural Impact Award Projects; liaising with external suppliers to ensure quality and deadlines are met
- Work with multiple colleagues across the council and in external partner organisations to deliver cross-organisational communication plans for the Cultural Impact Award
- Have regular catch ups with the Senior Arts & Culture Officer to ensure everything is running smoothly, update on projects and outreach

- Develop content for specific campaigns and newsletters, including copy for social media and press
- Manage the web content for the CIA subsite, taking editorial direction and being responsible for uploading content and ensuring the webpage is up to date
- Support with communications with commissioned artists/designers
- Coordinate the documentation of core projects including photography

*Project support:*

- Work across a range of projects at varying scales providing administrative support to the project lead including support with project specific research
- Keep core project documents up to date and accurate, including tracking engagement and outreach
- Support with the rollout and delivery of a photography / videography internships programme
- Attend steering and working groups providing administration support for meetings and gathering information / data needed from cross council teams
- Support with the internal and external communication of the framework and evaluation process when needed
- Manage the Arts & Culture inbox

### 3. Financial Responsibilities:

The post holder will be expected to generate PO's, log expenditure, process payments working closely with the finance team and the wider Arts and Culture Team.

### 4. Health and Safety Responsibilities (choose one option):

#### Option 1- Default Statement

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

### 5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

## 6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

## 7. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

### PERSON SPECIFICATION

Criteria	Essential/Desirable	Assessed by:
<b>Professional Membership/Qualification</b>		
Educated to degree level or equivalent experience in project management / arts management	Essential/Desirable	Application/Interview
Project/programme management qualification equivalent experience	Essential/Desirable	Application/Interview
<b>Experience &amp; Knowledge</b>		
Knowledge of best practice in communications including the latest trends in digital and social media		
An understanding of how best to promote inclusive communications which meets the needs of the CIA and Barnet's residents		
Strong proven experience of generating comms content for web, social media and press	Essential	Application/Interview
Knowledge and experience of delivering high quality and valued project support in a complex environment	Essential	Application/Interview
Experience of supporting arts and cultural projects and successful completion	Essential/Desirable	Application/Interview
Knowledge of socially engaged arts projects, public art and cultural programme/project management and methodologies	Essential/Desirable	Application/Interview
<b>Skill &amp; Ability</b>		
Ability to deliver high quality, accurate and timely work without supervision. This requires an ability to identify matters which require urgent attention and to manage conflicting priorities and respond to unexpected demands	Essential/Desirable	Application/Interview
Good communication skills: able to communicate confidently and persuasively both orally and in writing	Essential/Desirable	Application/Interview

## Caring for people, our places and the planet

Organised and able to meet competing deadlines	Essential/Desirable	Application/Interview
Good relationship management skills to work with external stakeholders, artists, internal teams etc	Essential/Desirable	Application/Interview
Good creative writing skills for engaging audiences in arts and culture activity	Essential/Desirable	Application/Interview
<b>Values &amp; Behaviours</b> (only include those that are relevant to the role, must have at least 1 behaviour per value)		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential/Desirable	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential/Desirable	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential/Desirable	Application/Interview
<b>Learning to Improve</b>		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential/Desirable	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential/Desirable	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential/Desirable	Application/Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential/Desirable	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential/Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential/Desirable	Application/Interview
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a	Essential/Desirable	Application/Interview

Caring for **people**, our **places** and the **planet**

way of learning from and improving the way I work with others		
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential/Desirable	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential/Desirable	Application/Interview