

Buckinghamshire Culture Job Description – Project Co-ordinator

Post:	Project Co-ordinator
Reporting To:	General Manager, Buckinghamshire Culture
Start Date:	April 2022
Contract:	Part time, fixed term contract until December 2024
Salary:	£18,000 part time, working 3 days per week

Background Information

In 2018 Buckinghamshire Council worked with other cultural partners in Bucks to develop a new Cultural Strategy for the county – with a strong focus on partnerships (within and beyond the sector) to enable creation and participation in cultural activity across the county. In 2019 funding from Rothschild Foundation and Buckinghamshire Council enabled work to implement the strategy, and development of a cultural partnership, taking on the name of Buckinghamshire Culture. In 2021, Buckinghamshire Culture registered as a charity and is now developing the procedures and policies for good governance. Three years funding has been secured for Buckinghamshire Culture.

The cultural partnership consists of a broad group of Buckinghamshire based partners representing the arts, creative industries, education, environment, health, heritage, libraries, museums and tourism. The Project Co-ordinator will be expected to work with the General Manager to build on work delivered to date and continue to develop and drive forward actions, projects and programmes in support of the Cultural Strategy. The Cultural Strategy can be found here: www.buckinghamshireculture.org/Cultural-Strategy and the Action Plan can be provided on request.

Job Description

The Buckinghamshire Culture Project Co-ordinator will support projects and initiatives relating to Buckinghamshire Culture's business including delivery of the Cultural Strategy. The Project Co-ordinator will assist with organisational, financial, programme and commissioning (of work and services) activities. Taking a proactive approach, they will develop and deliver specific projects and programmes, in particular projects to empower under-served groups and communities through creativity and culture. A collaborative working relationship will need to be developed and maintained with all stakeholders and partners. The role will be based at Buckinghamshire New University, with home-working as appropriate.

Main duties and accountabilities:

Project Development and Co-ordination

- Support delivery of core strategic projects for Buckinghamshire Culture such as: Open Weekend, a new conference, Bucks Cultural Leaders network, the Cultural Outreach Group and work to engage under-served communities
- Develop and deliver an annual programme of sector events designed to facilitate collaboration, connection and sharing
- Work with the General Manager to shape new strategic projects and programmes that contribute to the Cultural Strategy – eg: artist networking and development, developing activity linked to annual events/celebrations, developing activity that actively engages under-served groups and communities
- Support the Cultural Strategy Action Groups and Advisory Groups and facilitate projects that emerge
- Attend, and take part in, meetings and discussions to contribute to new ideas and projects or embed creativity and culture into other agendas/areas of delivery – eg: health and wellbeing, education, Town and Village centres etc
- Work with partners to embed creativity and culture/artist commissions/creative solutions into all areas of delivery, as opportunities arise – advocating for new approaches, supporting commissioning and artist recruitment etc
- Support activities to gather data about the sector, audiences and motivations/barriers to participation in creative and cultural activities in the county



- Help build and enable further projects and programmes that deliver to the Cultural Strategy priorities.

Connection and Communication

- Work with the General Manager to create and implement a clear Communications Plan for the organisation, to include a Social Media Strategy
- Connect partners and ideas to enable collaboration and partnership
- Maintain and strengthen relationships with a wide range of stakeholders and groups that Buckinghamshire Culture works with, including a range of large and small organisations with different requirements
- Encourage and support the engagement of the broad cultural sector, mobilising their involvement around key initiatives that are highlighted in the Cultural Strategy
- Collaborate with Bucks Cultural Education Partnership as a key network for the county and the Cultural Strategy
- Provide strategic context and county-wide insight to partners and stakeholders
- Support communication and presence on Social Media – building engagement and raising profile of creativity and culture in Bucks
- Actively connect with the Buckinghamshire Council Community Boards to develop the creative opportunities at a grassroots level across the county
- Take on an advocacy role – championing the value of creativity and culture across a range of policy areas to stakeholders and projects across the county
- Collate and send regular Newsletter.

Administration

- Support management of the charity and day to day operations as required
- Provide administrative support to the organisation’s core projects and programmes
- Provide proactive support to the General Manager in pursuit of organisation’s strategic goals
- Provide regular and ad hoc reports to the General Manager as needed.

Other Duties

- Proactively manage workload and adapt according to business/project need
- To work additional hours when required in order to meet deadlines
- There will be a requirement for regular travel within the county.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Buckinghamshire Culture Values

Buckinghamshire Culture has a collaborative approach to its work and expects its employees to embody its core values of:

- Being open – being open, inclusive, fair and honest
- Being collaborative – creating the environment for collaboration and partnership and advocating for the power of creativity and culture
- Being curious – being curious and creative in our approach
- Having integrity – building trust and strong relationships
- Being kind – treating everyone we work with, with kindness and compassion.

Person Specification:

Competency	Essential	Desirable
Prior Experience	At least three years’ experience of working with and/or in the cultural sector shaping and supporting projects and activities. Experience of working in collaboration and partnership to achieve joint aims. Working	Experience of developing and managing projects.

	<p>effectively with a range of different organisations to support programmes and initiatives over the last three years.</p> <p>Experience of delivering quality promotion and marketing activity in line with a Communications Plan / campaign approach.</p> <p>A demonstrable track record of good organisation, administration and budgeting towards the delivery of successful projects.</p>	<p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders in the public, private and voluntary sectors.</p>
<p>Skills and Understanding</p>	<p>Good planning and organisational skills, including time management and ability to prioritise and set deadlines – coping with conflicting and changing demands.</p> <p>Ability to take in information, analyse that information and develop ideas to move projects forward. Able to listen and learn, and be confident in sharing ideas, views and strategic/contextual information.</p> <p>Good standard of communication, presentational and interpersonal skills.</p> <p>Proactively build and maintain good working relationships and communicate effectively with all stakeholders and partners. Identify and share best practice.</p> <p>Good research, analysis and interpretation skills and the ability to identify problems and develop solutions.</p> <p>Understanding of the key issues affecting the cultural sector in the South East</p> <p>Good IT skills including Microsoft applications, web-based events software and social media</p>	<p>Understanding of national cultural landscape, key organisations and networks and emerging opportunities.</p> <p>Good standard of advocacy skills</p> <p>Ability to bring together project ideas and shape them into proposals and fundraising bids. Track record of writing and submitting funding applications.</p> <p>Ability to use Wordpress.</p>
<p>Behavioural Characteristics</p>	<p>Organised and capable of working across a range of projects effectively.</p> <p>Good at building rapport and strong/beneficial working relationships to enable partnerships – being credible and inspiring confidence.</p> <p>Collaborative approach to all potential partners and stakeholders – able to see</p>	

	<p>things from different perspectives and work with a range of organisations and individuals.</p> <p>Diplomacy and tact in supporting diverse partnerships with a range of priorities.</p>	
Other	<p>Ability to work flexible hours.</p> <p>Own transport and current driving licence.</p> <p>Ability to travel.</p>	