

JOB DESCRIPTION

Post Title:	Programme Co-ordinator (IMAGINE Colwyn Bay)	Department / Service:	CDS Business & Tourism
Hours:	37 (Fixed contract to 31/12/2021)	Level:	GO7
Location:	Coed Pella	Job Evaluation Number:	SL2271
Responsible to:	Heritage Development Officer	Responsible For: (Staff)	

Job Purpose:
Overall responsibility for the delivery of IMAGINE Colwyn Bay's vision of a programme of heritage and cultural activity funded through the HLF Great Place programme supporting the town's wider regeneration programmes and activity.

Duties and Responsibilities - Job Specific	
1.	To research, plan, develop and implement all projects and activities in line with the agreed HLF Great Place programme.
2.	To draft detailed budgets and schedules for activities for programme Board approval and subsequently to manage the programme within agreed parameters, and in accordance with the Council's financial regulations and the terms and conditions of external funders.
3.	Draft, and subsequently manage partnership/commissioning agreements, as necessary to ensure proper delivery of each aspect of the programme.
4.	Lead on the selection, appointment, and management of sub-contractors to deliver projects/activities within the programme, in accordance with the funder's requirements and Conwy County Borough Council's financial and procurement regulations.
5.	Develop and implement a communication and promotional plan for the IMAGINE Colwyn Bay programme strategically, and for individual projects, events and artists.
6.	Identify and seek to develop further strategic and/or creative opportunities that may enhance or develop the programme.
7.	To ensure that all activities are managed and implemented according to

	current equalities and Health and Safety legislation and policy.
8.	Oversee and monitor all engagement and participation activity in line with programme objectives.
9.	Establish and implement a Monitor and Evaluation plan both for activity and the programme as a whole
10.	Establish, implement and monitor an Engagement and Participation Plan for IMAGINE Colwyn Bay which ensures opportunity for residents, businesses, creative and heritage sectors to become involved in the programme. Ensuring equality of opportunity for all throughout.
11.	Identify potential sources of additional funds so as to enhance and add value to the HLF supported programme for IMAGINE Colwyn Bay. Prepare grant/bid submissions accordingly with the support of the programme steering group, ensuring compliance with future funding agreements. Prepare and submit funding applications in partnership with the consortium.
12.	To manage and submit grant funding claims to HLF according to agreed deadlines.
13.	Ensure the proper closure of the agreed programme having established sustainable futures for activities/initiatives where appropriate and ensuring the establishment of a heritage strategy for Colwyn Bay highlighting how this can inform and be an integral part of the regeneration of the town. Organise /Disseminate information in an end of programme conference/workshop

Duties and Responsibilities – Corporate	
1.	To be responsible for establishing good working relationships both internally and externally.
2.	Compliance with the Authority's Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered.
3.	To participate actively in supporting the Authority's principles and practices of equality of opportunity as laid down within the Equalities Policy.
4.	To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole.
5.	Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.
6.	As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service.
7.	Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales.

Review Date/Right to Vary

This job description is not intended to be an exhaustive list of duties. The Authority reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

Signed by: **Date:**

Employee's Name and Signature

Approved by

Head of Service: **Date:**

PERSON SPECIFICATION

Post: Programme Co-ordinator (IMAGINE Colwyn Bay)

Date: Sept 2018

Factor	Requirements	How Identified	Essential	Desirable
Knowledge & Skills	Degree or equivalent in relevant discipline eg heritage, arts, creative industries or strong relevant experience in the sector	AF	E	
	Excellent communication skills – including public presentation and facilitation skills, use of web sites and on line networking.	I	E	
	Ability to inspire.	I	E	
	Ability to be self directed and to work collaboratively as a team player.	AF/I	E	
	Ability to support cultural performers and others working in the creative sector within a contractual framework.	I	E	
	Knowledge and understanding of Welsh language and culture	AF/I		D
	To have an understanding of the role of contemporary heritage and culture in the context of regeneration.	AF/I	E	
	To have experience in the delivery of contemporary heritage and participatory arts projects especially in relation to regeneration	AF/I	E	
	To have a wide knowledge of contemporary heritage, art, design and place making practice in different disciplines.	AF/I	E	
	To have relevant budgetary management experience and grant claims experience	AF/I	E	
	The ability to communicate in English is essential	AF/I	E	
	To have a working knowledge and understanding of current equalities and health & safety legislation and policy in relation to organising and managing activities.	AF/I	E	

	The ability to communicate in Welsh is desirable.	AF/I		D
Supervision & Management	Ability to prioritise and to manage the work programme	AF/I	E	
	To supervise and oversee community and business groups and individuals as required	AF/I	E	
	To have experience of managing and supervising 3 rd party contractors	AF/I	E	
Creativity & Innovation	Ability to facilitate, guide and creatively empower communities	AF/I	E	
	Ability to input creativity the project delivery plan	AF/I	E	
	To have a proven ability to work strategically and collaboratively.	AF/I	E	
	To have a creative approach to generating, recording and feeding back public dialogue	I		D
Contacts & Relationships	To have a wide network of contacts in the heritage, cultural and arts realm	AF/I	E	
	To be personable and have the ability to inspire community and business groups and individuals	I	E	
	To liaise with, organise and write report to the project steering group	I	E	
Decisions / Recommendations	To have the ability to work on own initiative within the parameters set by the steering group. This includes amendments to contracts; organising events and relevant budget decisions as necessary.	I	E	
	Ability to prioritise workload	I	E	
	To make recommendations and write reports to be supported by Steering Group	I	E	
Resources	Computer literate, able to use office software.	AF/I	E	
	Able to meet the travel requirements of the post.	AF/I	E	
Physical Demands	To work evenings and weekends as the role demands	AF	E	

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential.

Identification of the requirements will be through the:

Application Form (AF),

Interview (I),

Test at interview (T),

Presentation at interview (P),

Verification (V)

Reference (R)