



Knowsley Council

<b>Job description</b>	
<b>Job title</b>	Culture Development and Events Assistant
<b>Pay Band</b>	E SCP 7-11
<b>Directorate</b>	Communities and Neighbourhoods
<b>Section/team</b>	Culture and Regulatory Services
<b>Accountable to</b>	Culture Development Officer (Gallery & Museum)
<b>Responsible for</b>	Sectional and externally funded staff, volunteers
<b>Date reviewed</b>	August 2020

### **Purpose of the job**

1. To develop quality culture and events programmes, partnerships, projects and initiatives which support the service plan and council priorities.
2. To support the development of the culture, heritage, community and voluntary sector.
3. To maximise use of museums, galleries and heritage collections including supervising operational issues.

### **Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

4. To assist on the development of a rich and varied programme of exhibitions, activity programmes and events for Knowsley residents and visitors to the borough.
5. To enable other services, groups and organisations to confidently develop and deliver their own heritage and culture programmes in Knowsley.
6. To assist the development of effective partnerships which result in more people accessing our facilities (galleries and museum) and assets (Heritage Collection)



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7. To supervise staff relating to specific programme delivery e.g. sessional, freelance artists and externally funded practitioners.
8. To support the development of the heritage and Culture community and voluntary sector in Knowsley including developing volunteers, community groups, and artists.
9. To support the role of volunteers within the service and within Culture programmes across the borough.
10. To work closely with partners to develop and profile clear progression pathways for Culture participants in their chosen field.
11. To assist the development of and contribute to local partnerships which meet the needs of local communities and service aims, including working at a local and city region level when necessary.
12. To utilise creative and innovative approaches to delivering service plan aims which contribute to key council priorities and outcomes.
13. To develop an understanding of the local communities across Knowsley and their needs and an awareness of the Better Together values.
14. To support the development and implementation of the Culture Development and Events service business plan.
15. To ensure accurate recording and documenting of work as required. i.e. for reports and performance indicators.
16. To raise the profile of Culture and Events, through effective communications and marketing via online communications across all social media platforms, the Council website and the Prescot Museum website.
17. To support the preparation of high quality accurate and timely reports and presentations as necessary under the direction of the manager.
18. Attend training and meetings as required to ensure knowledge is up to date and share any relevant information with team members.
19. Attend appropriate functions and events, as and when required, as the council's representative during outside normal office hours.



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20. To comply with the Councils Health and Safety, Data Protection / GDPR, Safeguarding and Equal Opportunities policies.
21. To ensure compliance with all statutory requirements and with Standing Orders and Financial Regulations of the Council.
22. To undertake any other duties that may be required by the Culture Development and Events Officer, consistent with the grade and responsibilities of the post.

### **Health and safety**

23. To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities.
24. To use equipment as instructed and trained.
25. To inform management of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.