

Rural Media

Job Description & Person Specification

Herefordshire's a Great Place (HGP) Cultural Programme Coordinator

Reports to:	HGP Project Manager
Links with:	RMC Creative Director HGP Communications and Content Officer RMC Development Manager Rural Media Finance and Operations Director RMC Content Producer Independent Evaluator Data Research Team Herefordshire cultural, arts and heritage organisations
Location:	Based at Rural Media's offices in Hereford at Packers House, 25 West Street, HR4 0BX.
Type of contract:	Full Time Fixed Term contract (August 2018 – July 2020)
Hours of work:	37.5 hrs per week
Salary:	NJC scale SO1, range 29 – 31 £26,470 - £28,221. A pension contribution will be paid by the employer.

Overview

Rural Media Charity

Rural Media Charity is a Hereford-based charity producing award-winning films and digital arts projects. Founded over 25 years ago, we have a reputation, locally and nationally, for telling powerful stories from unheard voices and nurturing creative talent. We work with communities, schools, groups and individuals to create issue-driven films, heritage and digital arts projects that raise awareness, influence change and celebrate rural life.

Herefordshire Cultural Partnership (HCP)

HCP, founded in 2016 and managed by a Board of 12 members, is a consortium of major heritage, arts, and cultural groups which together with Herefordshire Council and Herefordshire & Worcestershire Chamber Commerce reach over 1,000 local organisations.

Great Place Scheme <https://www.greatplacescheme.org.uk/>

The Great Place Scheme is a National Lottery-funded pilot and partnership between Arts Council England, Heritage Lottery Fund and Historic England to fund activities which can be built on in the future, and whose learning can be shared with other places.

The Scheme also aims to ensure that investment in arts and culture has the biggest possible impact on local economies, jobs, education, community cohesion and health and wellbeing.

Rural Media is leading Herefordshire's Great Place project, called '**Herefordshire's a Great Place' (HGP)** on behalf of HCP. A Steering Group comprising members of HCP will support the project.

Herefordshire's a Great Place programme will demonstrably strengthen the arts, heritage and culture of Herefordshire:

- More Herefordshire residents will have experienced, and been inspired by arts, culture and heritage.
- Herefordshire and its local communities will be a better place to live, work and visit.
- Herefordshire's local economy will have been boosted.
- Herefordshire's arts, culture and other organisations will be more resilient
- Herefordshire's arts, culture and heritage organisations will have built sustainable partnerships with other sectors, agencies and organisations in the area and culture will be reflected in local plans and strategies.

The Great Place project in Herefordshire will explore the use of data (open data and big data) among the cultural sector; building a better understanding and confidence in the smart use of data (open data and big data) and new data tools.

Job Description

Summary

We are looking for a highly organised Cultural Programme Co-ordinator who will plan, schedule and deliver a range of events and activities that will enable the Herefordshire's a Great Place project to reach its aims and objectives and stimulate cultural debate across the county of Herefordshire.

You will be responsible for organising a wide range of Great Place outreach events and activities, from conferences and workshops to working group meetings. You'll also, through general outreach and events, stimulate interest and enthusiasm among community groups that want to explore new partnerships, collaborations and new ways of working that align with the Great Place objectives.

You'll be comfortable liaising between community leaders and groups, linking them with artists, arts organisations and facilities that will help them to develop ideas and build support for them through demonstration projects, cultural debate, inspiration events etc. There will be a particular emphasis on disadvantaged, groups and communities, including those that are geographically isolated.

You will actively participate in and co-deliver events and activities, and supported by the Project Manager and Steering Group produce a schedule that ensures multiple Great Place programme strands are delivered and deadlines are met in a timely manner.

Using digital communication skills, the Cultural Project Coordinator will work with the Content and Communications Officer and Content Producer to encourage communities to create digital content about what makes their communities special, and share those stories with policy and decision makers, generating debate about the role of art, heritage and cultural landscape within Herefordshire's social, economic and health & wellbeing development.

Main Duties

1. Schedule, plan and deliver a range of Great Place events and activities, including conferences, workshops, presentations and debates, supported by the Project Manager and partners.
2. Build upon and sustain relationships with different parts of the community which will help ensure that a wide range of people participate in the project.
3. Promote opportunities afforded through HGP initiatives such as 'Hidden Gems' and 'My Place' grants, and support communities to develop and deliver their own 'sense of place' projects.
4. Maintain and build upon relationships with stakeholders in the education services and work in partnership with Creative Connections Herefordshire to raise awareness of Arts Award amongst arts and heritage organisations.
5. Maintain and build upon relationships with stakeholders including senior officers responsible for public health and health and wellbeing services.
6. Enable communities and arts and heritage organisations to feed into local plans and consultations including Herefordshire's Cultural Strategy.
7. Represent the company and project/s at external events, talks and workshops.
8. Liaise with the Content and Communications Officer to promote HGP activities and events through the Great Place website and social media channels.

General *(These responsibilities are applicable to all posts)*

1. To undertake other duties and responsibilities, as specified by the line manager, that are commensurate with the level of the post.
2. This job description contains the main responsibilities of the post and does not describe in detail all the duties required.

3. The post holder will be expected to work/be available outside normal office hours

All duties to be carried out with due regard to:

- Health and Safety
- Child and Vulnerable Adult Safeguarding
- Data Protection and Confidentiality
- Equality and Diversity Policy

PERSON SPECIFICATION – Essential and Desirable Qualities

Essential	Desirable
<ul style="list-style-type: none"> • Experience in planning and delivering cultural events and public activities 	<ul style="list-style-type: none"> • Rural policy and community development approaches and techniques
<ul style="list-style-type: none"> • Highly organised, strong administrative skills 	<ul style="list-style-type: none"> • Community development understanding and experience
<ul style="list-style-type: none"> • Professional experience in at least one arts, heritage, media or cultural sector 	
<ul style="list-style-type: none"> • Excellent ICT and digital communication skills 	<ul style="list-style-type: none"> • Arts, heritage and cultural policy understanding
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. A strong team player 	<ul style="list-style-type: none"> • Fundraising for arts, heritage, culture, or community activity
<ul style="list-style-type: none"> • Ability to prioritise, work to deadlines and to work under pressure, responding to unexpected events without direct supervision 	
<ul style="list-style-type: none"> • Strong attention to detail. Report writing 	<ul style="list-style-type: none"> • Experience of working on or managing lottery, publicly

	funded projects.
<ul style="list-style-type: none"> • A self-starter. An excellent team worker, focused, highly motivated, confident and professional 	
<ul style="list-style-type: none"> • Flexible approach to work and hours to satisfy the needs of the project 	
<ul style="list-style-type: none"> • Current valid driving licence 	<ul style="list-style-type: none"> • Access to a car.