

JOB DESCRIPTION

Job Title: Culture and Creative Economy Coordinator

Department: Economy, Culture and Skills

Division: Sustainable Growth and Opportunity

Team: Business, Culture and Investment Team (BCI)

Grade: SO1

Responsible to: Head of Culture and Creative Economy

The role

The Culture and Creative Economy Coordinator is a new and important role in a team that is known for its hardworking, proactive and innovative nature. The role involves administrative support, event production and project management on programmes led by the Business, Culture and Investment team. Guided by Lambeth's Creative Ways to Grow Strategy, these programmes such as [ELEVATE](#), [Future Connected](#) and the [Town Hall Art Programme](#) are ambitious and wide reaching.

In this role there is the opportunity to get to know and influence Lambeth's creative providers, educators and others supporting cultural inclusion. The role also supports the team to build relationships across the sector, fundraise, and contribute to the design, development, and delivery of cultural and creative programmes.


Key responsibilities

Administrative support will include tasks such as meeting management: co-ordinating and preparing for meetings in person and online, as well as taking notes and sharing these with agreed actions following a meeting. Event and project management support will include tasks such as developing event and project plans, marketing and assisting with the smooth delivery of these. The role also plays a pivotal role in team communications: drafting web and promotional copy, maintaining mailing lists and stakeholder relationships and for organising team finances.

1. Schedule and coordinate online and in person network and project group meetings, and assist colleagues with diaries.
2. Support the Head of Culture and Creative Economy's work on maintaining and strengthening cultural infrastructure in the borough, by providing administrative assistance on capital development projects, the development of cultural strategies linked to new development in the borough and capacity building activity with a range of organisations in Lambeth.

3. Work with the Cultural Development Manager and Senior Cultural Development Officer on place-making through Cultural Programming and Public Art. This will involve administrative assistance and project and event management; working with the council's Events team to help facilitate successful external cultural projects and installations in the public realm; public art projects developed in partnership with community groups, Business Improvement Districts and others; calendar events such as Windrush celebrations in collaboration with Lambeth Council's events team and residents; Townhall Art Programme commissioning and exhibitions.
4. Through administration, project and event management, work with the Cultural Inclusion Manager on cultural and economic inclusion, most distinctly through its flagship programme, ELEVATE which is tailored to children and young people up to the age of 30.
5. Provide support to the team's research and evaluation activity. For example, this will include supporting the collection and collation of key performance indicators, data and monitoring information, from commissioned services as required.
6. Support the team to produce clear, regular communications with our partners, networks, and colleagues, essential for the success and profile of our full programme of work.
7. Provide administrative support to the team's fundraising activity.
8. Provide administration support to the team's financial activity, taking responsibility for raising Purchase Orders, processing invoices and grant payments, and helping to keep budgets in good order.
9. Supporting the team with responding to general enquiries, providing specialist advice and support to arts and cultural organisations, the creative industries and individuals, and ensuring that information provided is up to date and relevant.
10. Work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
11. Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
12. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Who we are looking for

Culture and Creative Economy Coordinator			
<p>We welcome applications from people who have transferrable skills and/or do not meet every skill requirement.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Essential criteria” on the person specification when you complete the application form.</p>  <p>Disability Confident is a scheme that is designed to help you recruit and retain disabled people and people with health conditions for their skills and talent. If the candidate meets all the essential role criteria – a guaranteed interview should be undertaken.</p>			<p>Shortlisting Criteria</p>
Qualification	Q1	Relevant qualification and/or experience	Desirable
Key Knowledge	K1	<p>Communications</p> <p>Knowledge of how to use communications tools effectively to reach a range of target audiences and build new audiences, this could be social media, print media, etc.</p>	Essential
	K2	<p>Creative industries</p> <p>Knowledge of/interest in the creative and digital industries in Lambeth and London, including issues affecting access and inclusion – this could be theatre, music production, museums, dance, games design, etc.</p>	Essential
	K3	<p>Community/Education</p> <p>Knowledge of/Commitment to the potential for arts and culture to enrich young people’s lives</p>	Essential
	K4	<p>Community/Residents</p>	Essential

		Knowledge of/Commitment to the potential for arts and culture to enrich all people's lives	
	K5	Admin/Coordination Knowledge of day to day collaborative working to help prioritise and progress a team's work load	Essential
Relevant Experience	E1	Administration Though we use Microsoft Office and Teams what we're looking for is transferable experience in production and/or working in an office environment. Experience in tasks including: emailing contacts, managing databases, keeping accurate notes and contact lists, managing and sharing calendars, hosting teams meetings. Experience using software using Canva, photoshop, Eventbrite, etc would be an advantage.	Essential
	E2	Communications Experience of producing a broad range of communications content for diverse audiences (e.g. copywriting; website content; social media; events; video; speeches). Experience of managing social media, using creative social media campaigns and strategies to promote engagement and build new audiences. Your experience could be communicating to young people, campaigns, advertising, community engagement, etc.	Desirable
	E3	Evaluation Experience of monitoring and evaluating communications activities to understand the impact of our work.	Desirable
	E5	Events Experience of organising and delivering engaging events. Manage invites and attendance to meetings and events (on and offline).	Essential

		Record notes and actions from meetings and share these with relevant internal and external contacts.	
Lambeth Key Behaviours			
Lambeth's core behaviours inform what we do and how we do it. They also provide a structured way of highlighting the skills Lambeth staff need to demonstrate, to be able to deliver quality services.			
Focuses on People is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place. We focus on the people we work for			
Takes Ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development. We take ownership of what we do			A
Works Collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results. We collaborate to get results			
Communicates Effectively is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation. We listen and communicate with clarity and respect			A
Focuses on Results is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better Our results matter			