

## **Job Description**

Job Title: **Cultural Inclusion Manager**

Grade: PO7

Department: Sustainable Growth and Opportunity

Division: Economy Culture and Skills (Business, Culture & Investment Team)

Reporting to: Head of Culture and Creative Economy

Responsible for: ELEVATE Careers Manager, management of consultants, all ELEVATE networks involving senior level representation from a wide range of external organisations

### **Main Purpose of the role**

You will be responsible for leading significant change in the borough – maximising the potential for children and young people (CYP), and other residents facing disadvantage, to benefit from Lambeth’s world class creative economy.

The Cultural Inclusion Manager will work at a senior strategic level, working closely with the Economy, Skills and Culture division, Children’s Services, School Improvement Service, and external organisations to improve cultural participation.

The Cultural Inclusion Manager will follow through on key Council priorities, including those outlined in ELEVATE plans and Creative Digital Industries strategy. [ELEVATE](#) is recognised as a model of best practise by the Greater London Authority for its engagement of young people and cultural experts in the formation of long-term strategy and project delivery.

The team’s cultural inclusion work spans co-commissioning (with Children’s Services directorate and others), leading relevant networks and partnerships with Creative & Digital Industry (CDI) partners, fundraising, and fostering new connections and collaboration opportunities across the commercial, community, education and training sectors.

### **Responsibilities and duties specific to the role:**

- Play a part in catalysing, cultural inclusion opportunities for Lambeth residents of all ages.
- Build connections with Children’s Services to support the cultural participation of Lambeth’s most vulnerable children and young people.

- Collaborate with colleagues in the BCI team and across the Council to ensure that we are prioritising the cultural participation of communities currently under-represented in the cultural and creative industries sectors (including Black Caribbean, Portuguese speaking, deaf, disabled and neurodiverse, , etc).
- Mobilise and manage ELEVATE's network to bring about maximum innovation and creativity to deliver a high impact strategy and meaningful interventions that bring about sustainable outcomes for children and young people in Lambeth.
- Work strategically across a range of policy areas and seek buy-in from Council departments (e.g., youth, regeneration, social care, crime etc.) to raise the profile of the instrumental benefits to cultural engagement and identify opportunities for cross-departmental collaborations.
- Cultivate cultural education advocates across all Lambeth schools that will inform the strategy and champion a creative curriculum.
- Promote a better understanding of the needs of creative industry employers and broker partnerships between children and young people, schools, Lambeth youth settings (including youth hubs), culture and creative industries sector.
- Support cultural engagement by catalysing collaborative projects that enhance knowledge and connections e.g., development of CPD opportunities for teachers etc.
- Work with colleagues to; ensure schools and voluntary sector organisations engage with the ELEVATE programme, raise awareness of pathways and progression routes in and through CDI to CYP and parents, support creative career fairs, and engage with local employers to secure work placements, work experience and apprenticeship opportunities.
- Act as the first point of contact for ELEVATE, ensuring clear and inclusive communications, consultation and engagement that inspires and motivates a range of stakeholders such as:
  - senior officers and Members across the Council, to enable them to fulfil their roles as decision makers and/or community leaders. This will include the preparation of reports, along with the production of cabinet reports.
  - senior leadership teams within the cultural sector and school communities to understand their needs and gain 'buy-in' to the ELEVATE ambitions.
  - take oversight of ELEVATE related online content via the Council web site and social media channels.
  - build and retain relationships with existing funders and investors and identify new prospects. This will include preparing and developing funding applications and funding reports.
  - ensure CYP have agency in shaping and developing Lambeth's cultural offer so that it meets their wants, needs and interests.

- Ensure ongoing evaluation, collation of data and qualitative evidence informs continuous improvement of the programme and movement, and the sharing of lessons and good practice beyond Lambeth.
- Lead and be responsible for the identification, resolution or escalation of project risks and issues, and development of contingency plans.
- Think and act strategically in problem solving and decision making in a complex political / commercial environment - identifying problems and designing creative and innovative solutions which enhance the quality and efficiency of the ELEVATE and reputation of the council.

### **Resourcing responsibilities**

- Identify staffing resources required for new schemes of work related to the development of the **ELEVATE** programme and execution of the strategy such as developing tendering opportunities for new contractors, sourcing and managing a range of consultants and ensuring they are meeting the brief on time and within budget.
- Identifying and monitoring all awarded grants including monthly monitoring and claims in accordance with the Council's financial procedures.

### **General Responsibilities**

Duties expected to be undertaken by all Council employees:

- To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
- To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relationships.
- To actively promote and uphold the Council's code of conduct, FRESH values, priorities and service standards.
- To undertake other duties appropriate to the grade as directed by management.

### **Management responsibilities**

- The Cultural Inclusion Manager post will involve the management and supervision of consultants where appointed, and line manage the ELEVATE Careers Lead and other relevant roles.
- The post holder is also responsible for securing multi-agency partnership resources and the ongoing management of ELEVATE's Board involving staff at senior levels within a range of external organisations.

## Budgetary responsibilities


- The Cultural Inclusion Manager is responsible for managing the delivery of the project, including the preparation and maintenance of appropriate records to support effective financial controls, but has no responsibility for the authorisation of financial transactions.
- The post holder will be responsible for identifying and monitoring all awarded grants including monthly monitoring and claims in accordance with the Council's financial procedures.

## Other

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.
- The post holder's decision-making authority is determined by Council policy and procedures.
- This post will be subject to an enhanced DBS check.

## PERSON SPECIFICATION

### Cultural Inclusion Manager PO7

<p>In your written supporting statement please provide evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</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>		<b>Shortlisting Criteria</b>
 <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>		
<b>Qualification</b>	Relevant degree or professional qualification, membership of relevant	A✓

		professional organisation or relevant experience	
<b>Key Knowledge</b>	K1	Knowledge of the creative and cultural landscape including issues affecting cultural participation	A✓
	K2	Knowledge of the formal education sector including performance frameworks for schools and colleges.	A✓
	K3	Knowledge of the creative industries with particular regard to labour market needs and pathways to employment	
	K4	Knowledge of public sector and charitable funding environment	
	K5	Knowledge of local authority functions, structures and the role of local government	
<b>Relevant Experience</b>	E1	Strategic development and management of cultural programmes with multiple stakeholders	A✓
	E2	Experience of bid writing and reporting to funders	
	E3	Cross-sector partnership cultivation and working practices across commercial, statutory and non-statutory bodies	A✓
	E4	Financial management, including budget preparation, resource planning and monitoring of income and expenditure	A✓
	E5	Facilitating small and larger scale meeting and focus groups with diverse participants such as Senior policy advisers, CEOs, Directors/Heads of Learning in Cultural Organisations, Senior leaders within school communities, Creative Professionals, young people and funders.	A✓

### Key behaviours (People Managers)

Title	Behaviour	Shortlisting Criteria
<b>Focuses on People</b>	<ul style="list-style-type: none"> <li>• Being consistent and focussing on team building to achieve excellence</li> <li>• Treating everyone with respect, equally and fairly</li> </ul>	

	<ul style="list-style-type: none"> <li>• Recruiting the best staff/contractors where appropriate.</li> <li>• Ensuring an effective induction for new staff and/or briefings for contractors.</li> </ul>	
<b>Takes Ownership</b>	<ul style="list-style-type: none"> <li>• Engaging in discussions about what's required to deliver and giving a sense of resource available.</li> <li>• Achieving buy-in from staff and external stakeholders.</li> <li>• Owning your budget and spend and ensuring outcomes are met.</li> <li>• Being courageous even when you don't know the answer</li> </ul>	A✓
<b>Works Collaboratively</b>	<ul style="list-style-type: none"> <li>• Ensuring effective collaboration with external stakeholders and colleagues from across the council to reduce silo working.</li> <li>• Developing team morale and cohesiveness to build good working relationships</li> </ul>	
<b>Communicates Effectively</b>	<ul style="list-style-type: none"> <li>• Setting up open communication channels for two-way feedback</li> <li>• Confident verbal and written communicator to a range of stakeholders</li> <li>• Finding out and knowing the teams skills and strengths, listening to what each other has to say and working as a team to deliver work</li> <li>• Making time for regular catch ups, team meetings and one-to-ones to give and receive information.</li> </ul>	
<b>Focuses on Results</b>	<ul style="list-style-type: none"> <li>• Being a strategic thinker ambitious, knowing the bigger picture for borough improvement</li> <li>• Ensuring teams are clear about the outcomes and objectives of the LCEP and show a clear link between broader Council objectives.</li> <li>• Listening to staff after asking questions on how to improve service while considering costs</li> <li>• Setting clear objectives and targets, ensuring they are SMART and measurable and linked to work plans</li> <li>• Looking at any barriers or obstacles to work.</li> </ul>	A✓