



SOUTH LANARKSHIRE
Leisure & Culture

Development Officer (Culture) Job Profile

Service: Business Development	Grade Scale: Grade 3 Level 2
Reports to: Development Co-ordinator	

Purpose of Job

To support and assist the Development Coordinator in delivering locality focused cultural programmes across our arts, museum and library services, to the residents of the 4 localities of South Lanarkshire.

You will work in partnership with other professionals, organisations and communities to enable target populations to engage in cultural programmes and, interventions

The Development Officer will deliver a locality focused approach to addressing need and tackling inequalities for the residents of those localities.

The role requires the Development Officer to deliver elements of partnership programmes within venues within those localities as well as plan and programme the variety of activities aligned to South Lanarkshire Leisure and Culture's overall business objectives.

You will be required to communicate effectively and develop partnerships to assist in driving forward the locality agenda.

This post forms part of our overall commitment of healthier, happier and more connected lives.

Key tasks and responsibilities

- Create a one-page locality focused culture plan outlining area priorities and objectives which aim to foster a sense of belonging and connection among residents, leading to increased participation in arts and cultural activities and events.
- Develop and facilitate the consultation and implementation of the locality culture plan to encourage and deliver an integrated approach to culture.
- Deliver key elements of the locality plan e.g. delivery of interventions/programmes as per locality/facility/venue need, and aligned to the available funding, and deliver the cultural community grants scheme.
- Work in partnership with communities, organisations and professionals to enable target populations to engage in cultural programmes and interventions .
- Monitor, review and evaluate services to ensure the provision of a quality service.

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training		<ul style="list-style-type: none"> Degree in related discipline
Skills, knowledge, experience	<ul style="list-style-type: none"> Knowledge and experience in engaging with local communities Performance management skills in analysing and presenting KPIs and reports 	<ul style="list-style-type: none"> Managing people and change. Project or partnership coordination Knowledge and experience in engaging with local communities within a cultural setting Knowledge and experience of community grant schemes Experience in volunteering Measuring impact/outcomes
Personal Qualities	<ul style="list-style-type: none"> 'Our Values' based approach. Flexible and adaptable. Energy and commitment to delivering inclusive services. 	
Other		

Safer Recruitment Checks
As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.
<ul style="list-style-type: none"> Asylum and Immigration right to work in the UK
<ul style="list-style-type: none"> Reference check: external candidates require 2 references, one of which must be your from present or most recent employer: Internal candidates require 1 reference from current line manager.
<ul style="list-style-type: none"> Candidate Disclosure Check, where applicable

Behaviour Framework
The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:

Own It – what can you do
<ul style="list-style-type: none"> • Are motivated to deliver the best possible services. • Aim to get things right first time and commit to continuous improvement. • Demonstrate fairness, inclusivity, valuing diversity and equality. • Ensure compliance with external/internal regulations and that you and others are responsible and accountable. • Take ownership of decisions and consider the wider implications for you, the team, and the organisation. • See a job through to completion. • Be accountable for outcomes good or bad.
Be a great team - what can you do
<ul style="list-style-type: none"> • Work together with colleagues and customers and take time to build effective working relationships. • Celebrate team success and create a positive team spirit. • Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves. • Encourage working together for the benefit of customers. • Works alongside internal and external colleagues to meet common objectives. • Actively and respectfully listens to people in order to understand them and their views. • Contributes appropriately to team and other meetings and discussions. • Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.
Do the right thing – what can you do
<ul style="list-style-type: none"> • Display a positive attitude. • Are enthusiastic in your approach to tasks. • Lead by example through sharing your knowledge and skills with others. • Provide support to your colleagues and team. • Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.
Be Positive - what you can do
<ul style="list-style-type: none"> • Are punctual and friendly and demonstrate a positive professional attitude. • Take pride in your own work and that of your team members. • Understand who your customers are and why they matter. • Are willing to go the extra mile for our customer and act upon their feedback. • Are hospitable and make customers feel good. • Are willing to go the extra mile for our customer. • Put the customer first in all that you do.