

Job summary

Role title: Arts Development Officer

Department: Leisure & Culture

General description of role

The Arts Development Officer role sits within the Leisure Service and is responsible for developing and increasing opportunities for people to engage and participate in the arts. This will encourage collaborations, providing expert advice and securing external arts funding.

The role will be responsible for facilitating new creative and artistic opportunities for the borough, playing a key role in building our arts sector whilst working closely with our Leisure and Culture team.

This role is a fixed term contract until 31st March 2027.

Responsibilities of role

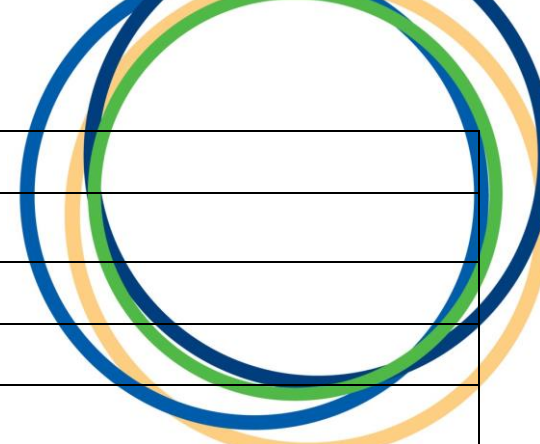
1. Identify areas to the council that the arts is not reaching, and provide solutions to resolve this, for the benefit of members of the community. Support, nurture and develop communities and neighbourhoods to generate capacity, leadership and home-grown content. Enabling local groups to take the lead role in the organisation of local arts events and activities.
2. Help generate community cohesion via the arts and promote wellbeing through the arts.
3. Develop an arts calendar to ensure that we are providing events and opportunities across a wide portfolio of venues for all residents.
4. Support the development and growth of Arts Takeover. Sourcing and producing an eclectic programme of events.
5. Support and device communications channels for arts and culture borough wide through newsletters and social channels.
6. To be entrepreneurial, bringing forward, implementing, and delivering projects, joint initiatives and strategies either alone or with partners which use the arts to address the widest variety of benefits.
7. Seek funding opportunities to support projects and lead on application and roll out of initiative.
8. Attend regular departmental, local authority and partnership meetings, e.g., Arts Council meeting and Community Development Network meetings.
9. Support fellow Arts Development Officer in projects focussed on communities i.e Westvale Park.
10. Evaluate and monitor projects using performance indicators, maintaining records and produce written reports. Working within set budgets to deliver the events and services associated with the role.

Person specification and interview assessment form



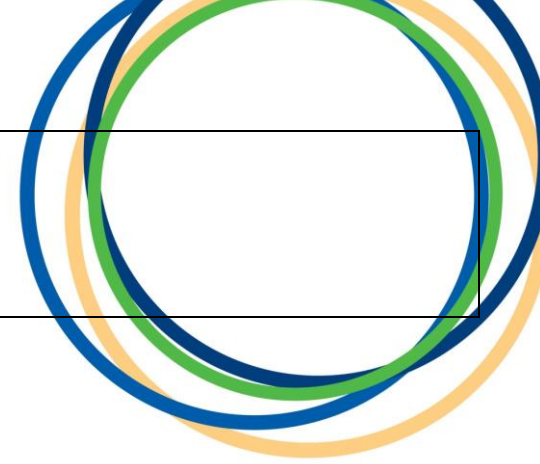
Candidate name			
Contact number			
Role title	Arts Development officer		
Date of interview		Signed by recruiting manager	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
Qualifications			
Educated to A Level	E		
Arts related degree	P		
Full UK Driving Licence with access to a vehicle	E		
Experience and achievements			
Minimum of 2 years of working in local government/Arts or health sector	P		
Good organisational skills. Experience of implementing successful community or wellbeing projects	E		
Experience of working with wide variety of demographics	E		
Customer Care Skills (able to deal effectively, show tact and empathise with external providers, users and respond to their needs)	E		
IT literate with knowledge and experience of word processing, spreadsheet and Office packages	E		
Previous experience of working within the arts.	E		

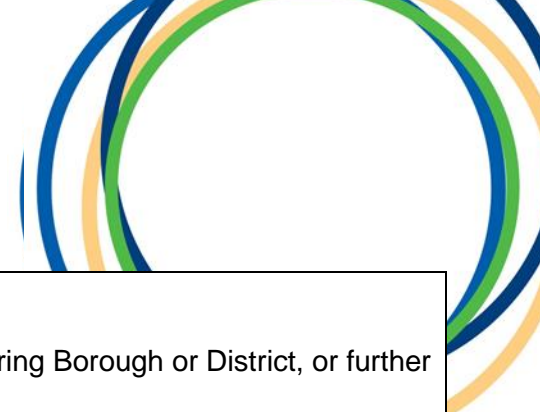


Experience with funding bids	P		
Working with Arts within the community 1 year minimum.	P		
Role required competencies and behaviours			
Excellent time management skills	E		
Excellent communication skills, both written and oral, to communicate effectively with all sections of the community	E		
Flexibility to work some evenings and weekends, including the anti-social hours sometimes required in this position	E		
Ability to build up good working relationships with partners.	E		
Experience of report writing and project evaluation	E		
Ability to work in a team	E		
An understanding of equality of opportunity and an ability to work with diverse communities.	E		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		
Total Criteria Score			Feedback to be given to candidate:

Essential Criteria Score		
Preferred Criteria Score		
Appointment choice number	1st / 2nd / 3rd	



Summary of employment package

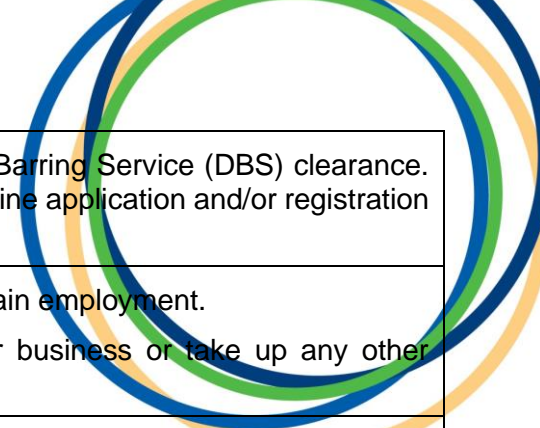


Place of work	The role will be primarily based at Town Hall, Reigate . We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
Salary	Graded TS3P , the salary will be in the region of £28,725 - £30,657 per annum (from 1 April 2025) dependent upon experience. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
Duration of contract	The contract will be offered for a fixed term basis until 31st March 2027 .
Probationary period	Upon joining the Council, all staff are required to satisfactorily complete a six month probationary period.
Hours of work	Hours of work are nominally 36 per week with an expectation that you will be required to work some evenings and weekends.

Employment Benefits	
Flexible working hours	Flexible working allows for the alteration of start/leave times and length of lunchtime break, time off in lieu for longer hours worked and a flexible working system. Whilst staff are expected to manage their time and keep working hours within acceptable limits, flexible working arrangements are always subject to sufficient office cover and the particular needs of the service at that time.
Annual leave	The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays. Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.

Pension	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
Training and development	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
Professional subscriptions	<p>If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year, your manager will approve your claim as applicable.</p>
Car parking / Travel loan scheme	<p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.</p>
Cycle purchase scheme	<p>The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.</p>
Employee discounts	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>

Other Conditions	
Pre-employment checks	<p>Appointments are offered subject to several pre-employment checks:</p> <ul style="list-style-type: none"> • at least two satisfactory references • eligibility to work within the UK, and proof of your identity • evidence of relevant qualifications • Enhanced DBS check with Child Barring



DBS clearance	Employment with the Council will also be subject to receipt of enhanced Disclosure and Barring Service (DBS) clearance. Details will be provided to the successful applicant, which may require completion of an online application and/or registration to the DBS 'Update Service'.
Paid work with another employer	If you are appointed, your contract with the Council should normally be classed as your main employment. You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.
Disclaimer	Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and trying out new approaches
- ✓ Challenge the status quo in a constructive way

Great People



POSITIVE



INNOVATIVE



SUPPORTIVE



FLEXIBLE