

# Bucks Cultural Outreach Officer

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## THE POST

<b>Post:</b>	<b>Bucks Cultural Outreach Officer</b>
<b>Reporting To:</b>	<b>Chair, Bucks Cultural Partnership &amp; Museum Director, Bucks County Museum</b>
<b>Location :</b>	<b>Based at Bucks County Museum (Aylesbury) and peripatetic across Buckinghamshire</b>
<b>Temporary Contract :</b>	<b>FT post from March/April 2019 until December 2021</b>
<b>Salary</b>	<b>£35,000 + 5% pension</b>
<b>Deadline :</b>	<b>27 February at 12 pm</b>

## **Assessments / Interviews – 6 March at Bucks County Museum**

**Candidates need to be prepared to attend the stated Interview and Assessment Day on 6 March 2019 to participate in the selection procedure and to meet selected partners involved in the project.**

## **Job Description**

The Bucks Cultural Outreach Officer is a new role to lead and direct the on-going development and implementation of the work of Buckinghamshire Cultural Partnership, by developing, managing and evaluating strategic and sector-specific programmes, initiatives, partnerships and research that contribute to Buckinghamshire's cultural development. The strategic objectives of Buckinghamshire Cultural Partnership are to deliver on its 2018 Cultural Strategy. This is to promote the county's arts and culture offer, grow strengthen the position of the cultural sector, build the quality of cultural opportunities for residents and visitors, build the creative economy, and support partners to position culture to the heart of economic development, place-making and health and wellbeing.

Alongside involvement in the Cultural Strategy development, there is also a regional Community Engagement project within museums and heritage around Bucks, led by Bucks County Museum. The post holder will also manage the Community Engagement project and liaise with the Bucks County Museum Community Outreach Officer, who is working with partners for around 32 hours per month to explore new ways to deliver community engagement based on good practice from within the partnership as part of the project.

The successful candidate will have significant experience and a high level of skill in project management and developing relationships between different organisations within the heritage sector and excellent advocacy and delivery abilities.

Over the period of the contract the post will support and deliver:

- **The development and governance of the new Bucks Cultural Partnership and the new Cultural Strategy.**
- **The key priorities and outcomes of the Bucks Cultural Partnership including the creation of new and unusual collaborations with heritage and non-heritage organisations**
- **The development of a set of task and finish groups for each theme of the Strategy.**
- **Source increased investment that will integrate culture with the delivery of the county's economic, health and wellbeing, environmental and talent development ambitions. This will include co-ordinating and supporting multi partner activities and submitting bids when appropriate.**
- **Project manage the Rothschild Foundation Impact Grant for Heritage Partnerships, ensuring that the community engagement and Cultural Strategy work is delivered on time and within budget and completing all project documentation, monitoring meetings and evaluation as required within deadlines.**

- **The community engagement partnerships and manage the Bucks County Museum Community Outreach Officer in delivery of the project objectives**
- **2 sharing days each year for museums, heritage and others involved in cultural delivery and participation on community engagement and Cultural partnerships.**

## **Background Information**

In 2018 Bucks County Council worked with other cultural partners in Bucks to develop a new draft Bucks Cultural Strategy to create new and non-traditional partnerships to enable creation and participation in cultural activity around the region. Many arts and heritage related organisations / individuals have expressed interest in being part of this new partnership and attended initial meetings in 2018. There is a small steering committee at present currently co-ordinated by Bucks County Council and the Chair.

This is a defining moment for culture and creativity in Buckinghamshire. The County and its districts are restructuring to become one unitary authority and partnerships are firming with regard to key agendas in economic development, housing-led growth, transport infrastructure, tourism and health and wellbeing. Buckinghamshire Cultural Partnership and a range of stakeholders are reviewing their approaches and focusing on the next 5 years. The Buckinghamshire Cultural Partnership is currently a non-constituted group of Buckinghamshire based partners representing the arts, creative industries, education, environment, health, heritage, libraries, museums and tourism.

One of the Steering Committee, Bucks County Museum, has received a grant from the Rothschild Foundation Impact Grants to fund community outreach work around the region with 7 other museums and heritage organisations and the delivery of the Cultural strategy from January 2019 to December 2021.

The Community Engagement project is based on Bucks County Museum's National Portfolio Organisation status community engagement work with different communities in Bucks such as the Aylesbury Mosque, Hindu, LGBTQ and disability communities, led by their Community Outreach Officer. As lead partner Bucks County Museum is keen to support other museums and heritage organisations in the region to develop community outreach through this project. The partners will work together to consider how to reach wider community audiences in Bucks and impact positively on their lives through a range of experiences to encourage sustained heritage participation over time. Models for community outreach from the partnership expertise will be shared amongst the partnership offering the chance to test new ways of working with support to enhance community engagement with museum staff and volunteer co-curators.

## **Main duties and accountabilities :**

### **Drive Impact**

- Design the structure to capture and support that evidence base that will underpin existing and future Buckinghamshire Cultural partnership activity, reflecting the requirements of the Cultural Strategy
- To effectively represent and advocate the Partnership and communicate its position on a range of policy areas and priorities at meetings and events so that the county blooms as a place which champions the role of culture.
- To promote the role of culture in the county - locally, nationally and internationally.
- Support significant events and activities that meet the strategic objectives of Buckinghamshire Cultural Partnership and its task and finish groups
- Facilitate the co-creation of research with the cultural sector and partners in education, health and wellbeing and economy, thereby enhancing the breadth of the social, economic and cultural impact.

### **Connect Partners**

- To establish, maintain and strengthen relationships with a wide range of stakeholders and groups that the Buckinghamshire Cultural Partnership is working with, including a range of large and small organisations with different requirements.
- Encourage and support the engagement of the broad cultural sector, mobilising their involvement around key initiatives that are highlighted in the new Cultural Strategy.
- Explore national and international links to comparator locations that may lead to opportunities for the Cultural sector in Buckinghamshire
- Manage internal stakeholders and collaborate with different institutional teams to execute Partnership plans and ensure the Buckinghamshire Cultural Partnership delivers mutual benefits which contribute to internal and external stakeholder policies and priorities.

## **Create Opportunities**

- To achieve a sustainable future for the cultural sector in the county through proactively identifying, lobbying for and securing income from a range of sources including sponsorship, large scale multi partner bids and philanthropic giving.
- To support the cultural sector in horizon scanning for suitable income and funding opportunities and communicate these opportunities appropriately.
- To co-ordinate and lead on the building of large scale multi partner funding bids where suitable calls are identified.

## **Policy, Planning and Reporting**

- Facilitating, co-ordinating and managing the work of the Buckinghamshire Cultural Partnership, including 1) setting out and delivering against key objectives of the Cultural Strategy; 2) securing the resources to make these initiatives and programmes happen; 3) organising the meetings of the Buckinghamshire Cultural Partnership and completing all paperwork for these meetings including quarterly reports.
- Working within the new Governance structure for Buckinghamshire Cultural Partnership and Chair and to explore a long term organisational structure to be in place by the end of 2019.
- Take responsibility for the day-to-day relationship management with Buckinghamshire Cultural Partnership partners, and recommend improvements to these relationships.
- Providing regular and adhoc reports to the Buckinghamshire Cultural Partnership and its task and finish groups.

## **Other Duties**

- Set own objectives and manage work load around these accordingly to meet deadlines.
- To work additional hours when required in order to meet deadlines.
- There will be a requirement for regular regional travel.
- To assist with the recruitment of a new Chair for the Cultural Partnership before the current Chair steps down.
- Line Management – Cultural partnership line management is from Chair of the Partnership and Community Engagement line management is from Museum Director at Bucks County Museum.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

## **APPLICATION PROCESS :**

Details and application form available from : [www.buckscountymuseum.org/museum/get-involved/vacancies/](http://www.buckscountymuseum.org/museum/get-involved/vacancies/)

Please email your applications to the Museum Director on [director@buckscountymuseum.org](mailto:director@buckscountymuseum.org).

NO POSTAL applications will be accepted.

**Deadline for Applications : Wednesday 27 February at 12 noon**

**Assessments / Interviews – 6 March at Bucks County Museum**

The candidates need to be prepared to attend the stated Interview and Assessment Day on 6 March 2019 at Bucks County Museum to participate in the selection procedure and to meet selected partners involved in the project.

**Person Specification:**

Competency	Essential	Desirable
Prior Experience	<p>At least five years' experience of working with and/or in the cultural sector at management level.</p> <p>Experience in leading on and securing a range of funding, sponsorship and other forms of income generation for strategic and complex cultural projects over the past five years.</p> <p>A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders in the public, private and voluntary sectors.</p> <p>A demonstrable track record of delivering outcomes that require collaborative approaches across different organisations.</p>	<p>Experience of operating a sectoral partnership and network.</p> <p>Experience of managing promotion and marketing activity with a communications campaign overview.</p>
Skills and Understanding	<p>Understanding of the key issues affecting the cultural sector in the South East</p> <p>Understanding of national cultural landscape, key organisations and networks and emerging opportunities.</p> <p>Ability to prepare, communicate and represent stakeholder positions.</p> <p>Ability to apply judgement and assume decision-making responsibility.</p> <p>Very high standard of advocacy, communication, presentational and interpersonal skills.</p> <p>Skills in planning, managing and monitoring a diverse range of projects at any one time.</p>	<p>Relevant and senior contacts in central and local government, cultural sector, policy organisations, research institutes and external organisations.</p> <p>Understanding of the broad economic and social context of the South East and opportunities and challenges for growth.</p>
Behavioural Characteristics	<p>Meticulous attention to detail, highly organized, capable of administering a diverse client and project portfolio effectively.</p> <p>Very high level of negotiation and influencing skills.</p> <p>Excellent computer literacy; for example use of excel, PowerPoint, word, contact management systems.</p> <p>Diplomacy and tact in supporting diverse partnerships with a range of priorities.</p>	
Other	<p>Ability to work flexible hours.</p> <p>Own transport and current driving licence.</p> <p>Ability to travel.</p>	