

## Role Profile Addendum

<b>Job Title:</b>	Cultural Engagement Officer
<b>Role Profile Reference Number:</b>	MUL132
<b>Role Profile Title</b>	Learning Officer II
<b>Directorate</b>	Commercial Operations
<b>Service area</b>	Leisure & Events

### Specific responsibilities associated with this position

Additional information about the key responsibilities that are specific to the position and are not included in the Accountabilities or Role Purpose sections in the Role Profile:

1. The post-holder will work to ensure various public and community engagement activities are delivered for the Arts by the Sea Festival.
2. The post-holder will lead on ensuring delivery of a range of public art interventions for the Levelling Up Coastal Public Art Programme.
3. The post-holder will engage with various creative community networks, organisations and individuals, supporting cultural projects across Bournemouth, Christchurch and Poole.
4. The post-holder, with support, will be required to seek funding opportunities and apply for funding to support cultural activities and programmes.
5. The post-holder is required to control costs and maximise income to meet specific budget targets and ensure cost-effective delivery of activities and projects.

### Specific person specification associated with this position

Additional information about the specific qualifications, knowledge and skills required for this position that are not included in the Knowledge/Skills/Experience section in the Role Profile.

#### Specific Qualifications and Experience

1. Previous experience of planning, managing and leading/ co-ordinating cultural projects and events.
2. Good knowledge of the cultural sector and of community arts and networks.
3. Experience of effective team working as well as of working to own initiative within established parameters.
4. Experience of co-ordinating external services or contractors to support cultural projects.
5. Experience of Microsoft Teams.
6. Experience of working in multi-agency service environments.
7. Ability to manage collaborative services, such as co-created events, and joint working with community arts and heritage groups.

#### Personal Qualities & Attributes

1. High level of resilience, attention to detail, emotional intelligence, calm under pressure.
2. Ability to work at pace in a complex and sometimes challenging environment.
3. Ability to work collaboratively and inclusively with a wide range of groups and individuals.

4. Ability to represent the values and policies of the Council in a wide range of settings.

### Other requirements for this position

**Use this section to identify other requirements for this position.**

- **Health Surveillance:**

Will the postholder be exposed to hazards that will require health surveillance? No

- **Politically Restricted Posts:**

Is this post politically restricted? No

- **Lone Working:**

Will the postholder be required to work alone? Yes

- **Supplementary Payments (eg Recruitment & Retention payment):**

Is there any approved salary supplement in place for this role? No

- **DBS Check:**

Will the postholder require a DBS check? No

- **Career Grade/ Career Pathway**

Is there an established career grade or career pathway in place for this post? No

### Other Requirements

1. Attendance at events, where there will be a requirement to walk, stand, lift, and push/ pull equipment to ensure the smooth running of the event.
2. When at large public events being exposed to varying environments such as weather and noise.
3. Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car, as well as accessing activities where no transport means are available.
4. Periodically required to work at night, unsociable hours, weekends, and bank holidays.

### For P & R Use Only:

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