

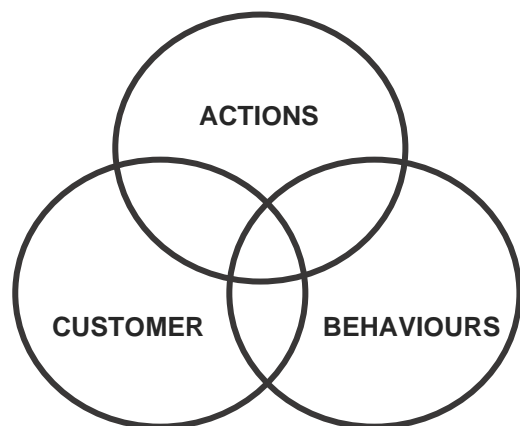
JOB DESCRIPTION

POST:	Creative Development Assistant
JOB PURPOSE:	Delivery and support of culture and creativity activities and community projects; supporting increased awareness of and participation in the arts, through access and inclusion in our Vision to improve the wellbeing of communities “inspiring happier healthier”
RESPONSIBLE TO:	Senior Creative Development Coordinator
SALARY:	Grade 4 (SCP 17-21)
KEY RELATIONSHIPS:	Newport Live Colleagues, members of the public, voluntary and community groups, professional artists and arts organisations, educational institutions, partners and stakeholders
BASE LOCATION:	The Riverfront Theatre & Arts Centre
MANAGEMENT RESPONSIBILITY	None

I will be successful in my role when:

- All my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live’s customers.
- Through my performance and passion, I inspire people to be happier and healthier.

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING

This role may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children’s Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent, as you will be subject to a Disclosure and Barring check.

ROLE & RESPONSIBILITIES:

- 1** Deliver creative and cultural activities, and a quality community and/or education-based programme which supports key strategic priorities (e.g., health and wellbeing, inclusion, education)
- 2** Assist with delivery of community and/or education-based creative events and festivals within Newport Live's key events and festivals calendar
- 3** Assist the wider creative team in identifying funding opportunities and partnership funding, and new income streams, contributing to writing funding applications for arts initiatives and community projects
- 4** Assist in nurturing positive relationships with community stakeholders, promoting Newport Live's facilities and activities to individuals, community groups, and educational establishments, ensuring connection with communities who experience the greatest barriers to attendance
- 5** Work as part of the wider creative team to ensure appropriate models of delivery for participatory arts activities, including direct delivery of a personal arts practice where appropriate, or project-plan and co-ordinate with colleagues, arts tutors and practitioners, theatre and arts volunteers, or externally contracted arts organisations as appropriate
- 6** Contribute to the planning and delivery of creative projects, workshops, festivals and events, ensuring safe, timely and efficient delivery in line with set objectives and agreed budgets
- 7** Awareness of good health and safety practice in community arts activities; working with Newport Live's safeguarding, security, equal opportunities, data protection, Welsh language, and other key policies as necessary
- 8** Support administration of projects, including completing booking forms, purchase orders, contracts, project plans and hire resources, and the purchase of materials, risk assessments, licences, participant registration and consent forms, and any other documentation that may be required
- 9** Work as part of the wider creative team to ensure the capture and documentation of performance monitoring information for all community-based creative activities, such as financial and participation figures, and qualitative data and evidence of outcomes

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this role may vary from time to time, without changing the general character of the role or level of responsibility entailed. The role holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

**PERSON SPECIFICATION
CREATIVE DEVELOPMENT OFFICER**

Area	Essential	Beneficial
Education, Training & Qualifications	1.1 Five GCSE passes or equivalent qualification(s) OR 1.2 Previous experience in a culture, arts, or educational environment	
Knowledge, Skills & Competencies	2.1 Knowledge of the arts sector 2.2 Ability to communicate effectively (written and verbal) with a wide range of people and work with empathy, tact, and diplomacy 2.3 Ability to think creatively 2.4 Knowledge of health and safety, safeguarding, sustainability, and data protection 2.5 Knowledge of administration processes	2.6 Ability to communicate in Welsh 2.7 Good IT skills and the ability to use Microsoft Office, and quick to pick up new skills in IT where required 2.8 A personal arts practice in the performing or visual arts 2.9 Knowledge of diversity, equalities and inclusion
Experience	3.1 Organising workshops and educational activities, or events 3.2 Working with members of the community	3.3 Previous experience in an arts development role 3.4 Financial processes and procedures 3.5 Working with professional artists and an arts organisation 3.6 Administration of arts projects, such as processing registration documents, booking forms, and evaluation documents
Personal Attributes	4.1 Self-motivated and ability to motivate others 4.2 Passionate about arts and culture 4.3 Passionate and committed to inclusion	
Other	5.1 Successful Disclosure and Barring Service (DBS) check 5.2 Comfortable to travel across Newport as required	5.3 Comfortable for occasional travel outside of Newport (within the UK)