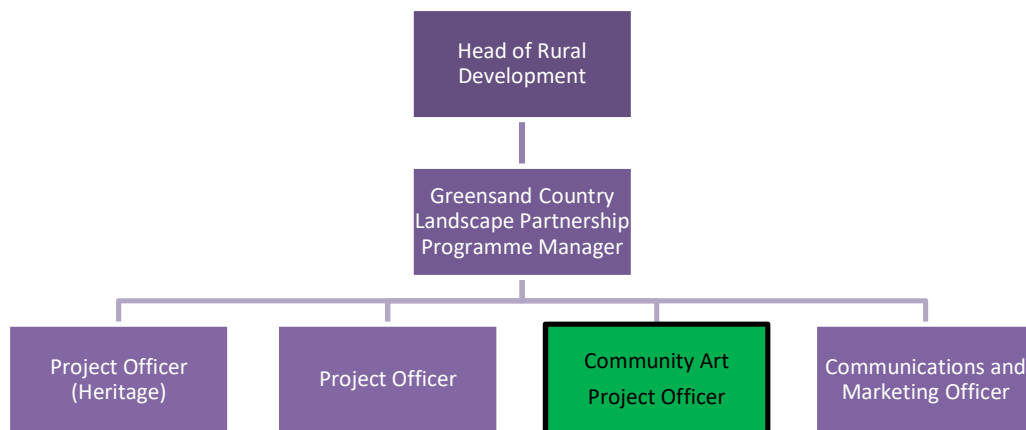


## Community Art Project Officer

### Job Description

#### Job Purpose

To set up and deliver three Community Engagement Projects with the support of volunteers.



### Job Responsibilities

#### Project Management

- To support the Programme Manager
- To deliver CtGSC1 Stories of the Landscape project\*
- To deliver CtGSC2 Your Views project\*
- To deliver CtGSC3 Talks and Debates Programme.\*
- To develop opportunities for the high profile annual 'Greensand Country Landscape Partnership Festival' events programme in May 2021.

\*These projects are should be delivered in line the Community Art Project Officer Output Brief

#### Volunteer Management

- To recruit and manage volunteers and identify opportunities for them to actively contribute to the GSCLP projects and other scheme developments.

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## General

- To work as part of the Greensand Country Landscape Partnership team and assist and work collaboratively with other members to take forward the aims and objectives of the Scheme.
- Report monthly (or as required) to line-manager
- Attend meeting, training and other events as necessary
- Actively pursue self-development, identifying training and Continuing Professional Development needs and potential solutions
- Keep up to date on issues through reading and research
- Adhere to BRCC's policies and procedures at all times
- Undertake other duties as may reasonably be requested



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## Person Specification

|                                   | <b>Essential attributes</b>  | <b>Desirable attributes</b> |
|-----------------------------------|--|-----------------------------|
| <b>Educational Qualifications</b> | Key Skill Level 4:<br>Bachelor's degree; HNC;<br>HND NVQ level 4   |                             |
| <b>Skills &amp; knowledge</b>     | <p>Excellent written and verbal skills, with an ability to enthuse and engage people from a great variety of backgrounds.</p> <p>Great organisational skills.</p> <p>Ability to take your own initiative.</p> <p>A high level of accuracy and attention to detail, proof-reading and collating information</p> <p>Excellent interpersonal skills and the ability to contribute within team and public environments</p> <p>Computer literate including knowledge of MS Office family of products.</p> <p>Excellent communication skills with an ability to use tact, diplomacy and a high degree of relationship management.</p> <p>Ability to organise and prioritise work in order to meet deadlines, including coping with</p> |                             |

|                           |  |   |
|---------------------------|--|---|
|                           | unpredictable volumes of work and busy periods without the need for close supervision.   |   |
| <b>Experience</b>         | <p>Experience of project management.</p> <p>Knowledge on how to deliver on line content for example</p> <p>Experience of delivering on line training courses</p> <p>Experience of dealing with the press.</p> <p>Experience of running community art projects.</p> <p>Experience of partnership working.</p> | <p>Experience of inspiring, recruiting and managing volunteers.</p> <p>Experience of delivering communication projects.</p> <p>Experience of working within countryside management or heritage or a community engagement setting or similar.</p> <p>Experience of engaging and working with community groups.</p> |
| <b>Personal qualities</b> | <p>Ability to work effectively as part of a small team and to assist in different areas as required.</p> <p>Ability to gain trust and respect of team members.</p>   |   |
| <b>Other</b>              | <p>Ability to travel independently including use of own car insured for business use.</p> <p>Flexible approach with a willingness to work outside normal hours on occasions (e.g. evenings and weekends).</p>  |   |