

Job Description

Sector Development Officer

Salary - £28,000 - £30,000 p.a

Contract - Full time, fixed term until March 2022

Role

The Sector Development Officer will be responsible for the development, implementation and evaluation of sector specific initiatives that support the growth and sustainability of Plymouth's arts and culture sector.

Remit

1. Design, develop and disseminate toolkits, user guides and resources to support artists and cultural organisations with business and project development, including both digital and print versions;
2. Act as a key contact for grassroots individuals and organisations within the sector, providing advice, guidance and brokerage;
3. Manage a portfolio of key stakeholders across the city to support information exchange and cultural development;
4. Contribute to the development and submission of funding applications on behalf of Plymouth Culture and cultural partnerships within the city;
5. Monitor the impact of projects using agreed measurement tools;
6. Produce reports and presentations for and on behalf of Plymouth Culture to evaluate activity and disseminate impact findings;
7. Convene and oversee meetings and events for and with the cultural sector;
8. Represent Plymouth Culture at local, regional and national events as required;
9. Produce and, where appropriate, submit key documentation to meet funding requirements;
10. Deputise for the CEO when required;
11. Manage project budgets within agreed allocations, using established reporting mechanisms;
12. Contribute to the identification and shaping of content for the organisations marketing channels;
13. Undertake day-to-day administration to support the effective running of the organisation
14. Undertake other duties as determined by the CEO and as required by the organisation.

Person Specification

Criteria	Essential	Desirable
Qualifications/ education/ training	Qualified to degree level in relevant subject area, or equivalent experience	Relevant professional qualification or membership
		Evidence of continual professional development
Knowledge	Excellent understanding of the arts and culture sector	Awareness of the arts ecology within Plymouth
	Understanding of policy decisions affecting the arts and culture sector	Understanding of the creative industries and creative economy
	Awareness of funding opportunities within the arts	
Experience	Experience of providing advice and guidance in support of organisational and project development	Experience of working within a charity
	Experience of managing multi partner projects	Stakeholder management
	Experience of writing and managing funded projects	
Skills and abilities	Outstanding communication skills, verbal and written	
	Excellent interpersonal skills	
	Ability to communicate effectively whilst remaining diplomatic to all parties	
	Ability to garner support by demonstrating passion and enthusiasm	
	Excellent attention to detail, demonstrating completer finisher attributes	
	Ability to work independently and make sound decisions	
	Good IT skills relevant to the role	