



Person Specification

make the right move - join us



St. Helens Council

Job Title: St Helens Local Cultural Education Partnership: Development Officer
Ref No: SPF 134

Knowledge	E = Essential D = Desirable	Identified By
Good understanding of the arts across disciplines	E	AF/interview
Understanding of Arts Council England's Quality Principles in relation to working with children and young people and the arts	E	AF/interview
Understanding of the school curriculum	E	AF/interview
Knowledge of current issues affecting schools including national policies, initiatives and budgets	E	Interview
An understanding of the role of local authorities, bridge organisations and other partners play in the development of cultural education	E	AF/interview
Knowledge and understanding of the importance of evaluation and the types of evaluation methods that might be appropriate	E	AF/interview
Knowledge and understanding of the local and regional arts sector / infrastructure and organisations	D	Interview
Knowledge and understanding of Arts Awards and Artmark	D	Interview
Skills and Abilities	E = Essential D = Desirable	Identified By
Strong evidence of organisational skills including the ability to manage own workload and meet deadlines	E	AF/interview
Excellent interpersonal skills	E	Interview
Ability to maintain productive relationships and promote good practice with a variety of partners	E	Interview
Excellent negotiation and advocacy skills	E	AF/interview
Excellent writing skills – ability to write reports, briefings, press releases and funding applications.	E	AF/exercise/ Interview



Person Specification

make the right move - join us



St. Helens Council

Presentation skills – ability to advocate for the arts through the delivery of a presentation	E	Presentation
Ability to work both independently and under the direction of others	E	Interview
Ability to manage a budget	E	AF/Interview
IT Literate	E	AF/interview
Ability to set up an evaluation framework for the project in partnership with LCEP members	E	AF/interview
Experience	E = Essential D = Desirable	Identified By
Working in an arts organisation or an arts related industry environment OR working in or with schools	E	AF/interview
Working in or building and maintaining relationships with schools or FE/HE institutions	E	AF/interview
Working in partnership with other agencies to deliver successful collaborative project	E	AF/interview
Management and delivery of arts development and/or education projects	E	AF/interview
Evaluating projects including producing evaluation reports	E	AF/interview
Working within the sectors and across art forms to develop collaborative work or programmes with schools	D	AF/interview
Commissioning artists and / or CPD training	D	AF/interview
Successfully applying for external funding	D	AF/interview
Qualifications	E = Essential D = Desirable	Identified By
Educated at least to NVQ Level 3 or equivalent.	E	AF / Certificates



Person Specification

make the right move - join us



St. Helens Council

Other Circumstances	E = Essential D = Desirable	Identified By
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	Interview
Driving License	D	Interview
Ability to work evening and weekend	E	interview