

Job Description

Job title	Libraries Improvement Fund Programme Lead
Directorate	PLACE : Regeneration, Culture and Environment
Division	Culture & Libraries
Range	MPR 4
Reports to	Business Services Manager
Term:	24 months fixed-time contract with a possible extension for six months
Contract:	0.4 FTE

Main purpose of the job:

To lead on the planning, delivery, monitoring and evaluation of Medway's Arts Council England (ACE) Libraries Improvement Fund programme as part of the Council's commitments to Medway's Cultural Strategy, Council Plan and the council's Corporate Priorities. Working with the Library Service's Business Services Manager, you will work in partnership with Council departments and external partners, liaising with stakeholders in a way that promotes the vision and values of the Council and increases and improves digital access and learning, cultural engagement and wider positive social outcomes in Medway.

Accountabilities and outcomes:

Work in partnership with Council departments, external partners and third-party providers to deliver a capital programme and creative activity identified in the ACE's funding bid.

Lead on the commissioning, contracting and coordination of the programme, organising and coordinating meetings and events, delivery schedules and timelines across a complex, multi-partner externally funded project to support the successful delivery of the outcomes through influencing and working collaboratively with internal colleagues and external partnerships.

Manage the project budget and funder reporting, carrying out financial administration, raising purchase orders, setting up new suppliers, and processing invoices ensuring compliance with statutory legislation and Council policy and practice requirements.

Directly manage all elements of the programme including the development of a strategic cross-sector action plan and sector supporting training and events including planning, partner coordination, budgets, health and safety, safeguarding, access and inclusion, marketing, monitoring and evaluation, managing reporting requirements and data and information analysis to inform the programme and deliver outcomes and objectives successfully.

Promote participatory opportunities and build public and sector awareness of the programme across a range of marketing and communications channels and activities, writing copy and content and coordinating partner promotional activity. This will include future funding and legacy development.

Support the Business Services Manager in other duties relevant to the job description, which may include deputising for them when required.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Business Services Manager.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

[HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.]

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Essential

- A minimum of 5 GCSEs (Grades 4-9) in maths and English or equivalent level of qualification (for example GCSE or BTEC)
- Evidence of continual professional development

Desirable |

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Knowledge

Essential

- Knowledge of current developments in library and information services
- Knowledge of public library resources, including e-resources, applications and support services
- Knowledge of the current range of public library operations and services available within Medway
- A thorough understanding of capital grant project administration and processes
- Understanding of capital grant programme evaluation methodologies
- Knowledge of the wider operations and responsibilities of the Council and wider Medway community
- Knowledge of the national library services provision
- Knowledge of health & safety
- Knowledge of safeguarding

Desirable |

Experience

Essential

- Experience leading on procurement and contract management
- Experience of capital project coordination, bringing programme in on time and on budget
- Extensive experience of project administration across contracting, financial administration, project reporting and scheduling
- Significant experience working with the cultural, creative, voluntary sectors and with communities

- Experience in a public-facing organisation, in a role with a public service or sector-support function
- Experience coordinating projects in a complex stakeholder environment
- Experience designing the evaluation of and evaluating programmes
- Experience promoting and marketing projects and opportunities to both the public and cultural sector audiences
- Experience presenting complex, sector-specific information to a wide range of audiences including senior stakeholders.
- Experience in marketing and communications

Desirable |

Skills

Essential

- Proficient in the use of Microsoft Word, Excel, Teams, PowerPoint and Outlook
- Ability to manage own workload and prioritise competing demands in the context of a demanding project
- Ability to distil complex, sector specific, technical or strategic information for non-sector audiences
- Good interpersonal and customer service skills
- Excellent communication and presentation skills and an ability to explain complex information simply to a wide range of audiences in written and spoken form
- An ability to collaborate with and support others as part of a team
- An ability to gain trust and buy-in from colleagues and stakeholders at all levels and an understanding of the business goals and operational constraints of organisations and departments
- The ability to deal with high levels of work-related pressure relating to deadlines, interruptions or conflicting demands
- The ability to analyse, interpret and operationalise complex technical and policy information
- The ability to develop practical, creative solutions to problems |