



Job description			
Job title	Culture Development and Events Assistant		
Grade	Grade E SCP 7-11		
Directorate	Communities & Neighbourhoods		
Service/team	Culture Development and Events Service		
Accountable to	Culture Development and Events Officer (Gallery and Museum)		
Responsible for	Freelancers and Volunteers		
JE Reference		Date Reviewed	

Purpose of the Job

- To develop quality culture and events programmes, partnerships, projects and initiatives which support the service plan and council priorities.
- To support the development of the culture, heritage, community and voluntary sector, as part of the Cultural strategy.
- To maximise the use of art and heritage collections and assets including operational tasks

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To assist with the development of a rich and varied programme of exhibitions, activity programmes and events for Knowsley residents and visitors to the borough.
2. To enable other services, groups and organisations to confidently develop and deliver their own heritage and culture programmes in Knowsley.
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4. To supervise staff relating to specific programme delivery e.g. sessional, freelance artists and externally funded practitioners.
5. To support the development of the heritage and culture community and voluntary sector in Knowsley including developing volunteers, community groups, and artists.
6. To assist the development of and contribute to local partnerships which meet the needs of local communities and service aims, including working at a local and city region level when necessary.
7. To ensure accurate recording and documenting of work as required. i.e. for reports and performance indicators.
8. To raise the profile of Culture and Events, through effective communications and marketing via online communications across all social media platforms, the Council and the Prescott Museum website.
9. Attend training and meetings as required to ensure knowledge is up to date and share any relevant information with team members.
10. Attend appropriate functions and events, as and when required, as the council's representative during outside normal office hours.
11. To comply with the Council's Health and Safety, Data Protection / GDPR, Safeguarding and Equal Opportunities policies.
12. To ensure compliance with all statutory requirements and with Standing Orders and Financial Regulations of the Council.
13. To undertake any other duties that may be required by the Culture Development and Events Officer, consistent with the grade and responsibilities of the post.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be "genuine", helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.



Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.