

SEFTON METROPOLITAN BOROUGH COUNCIL

JOB DESCRIPTION

Directorate: Communities

Section: Libraries

Post: Cultural Learning and Participation Apprentice

Location: Crosby Library

JOB PURPOSE:

The apprentice will be involved in developing a cultural activities and community engagement within the library service. They will plan, organise and co-ordinate artistic and cultural heritage workshops, activities, talks, events and community engagement projects, using online content and social networks as appropriate. They will support the Senior Development Manager in the delivery of the Human Libraries program, with a particular emphasis on community engagement in Netherton.

MAIN DUTIES:

1. Maintain a high-quality, efficient, courteous and helpful standard of library service for library users.
2. Undertake all operations necessary for the development and delivery of cultural and educational based events and activities within the library service.
3. Undertake admin and financial routines, and maintain all records to comply with data protection and designated requirements.
4. Work alongside the Senior Development Manager to develop external funding applications and the production of mandatory reports for successful funding applications.
5. Contribute to and participate in appropriate library service initiatives in co-operation with library staff.

Desired skills

Ability to plan, organise and co-ordinate heritage, arts and cultural workshops, activities and events
Have an enthusiastic, positive, and proactive attitude including problem solving skills, creativity, excellent communication skills both written and oral. Be able to communicate and negotiate with people of all ages, at a variety of levels, have good time management and able to work to a deadline. Have great networking skills, work effectively as an individual and as a member of a team. Be able to work to a budget.

Desired knowledge or experience

Community work or relevant experience of organising events and activities
Knowledge of or interest in a range of arts, culture or heritage.

Experience using a range of digital media platforms and general ICT skills

Desired qualification

GCSE grade in English and maths grade 4/C or above or equivalent.

Future prospects

This role could help you begin a career in museums, community, arts and cultural organisations. This type of work is key in organisations like galleries, museums, youth groups, theatres, music and dance companies, heritage sites, local authorities and community groups.

You will develop transferrable skills like project coordination, budgeting, relationship building, communications and team working which are looked for by employers across business, marketing/communications, project management, IT and education.

Things to consider

Some work during evenings and weekends may be required.

This post will work across all libraries with a particular emphasis on community engagement at Netherton Library

GENERAL

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Note: Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Prepared by: **Name**

Designation

Date

PERSON SPECIFICATION

Personal attributes required	Essential (E) Desirable (D)	Method of assessment
<u>Qualifications</u> 1. GCSE grade in English and maths grade 4/C or above or equivalent	E	AF/C
<u>Experience</u> 1. Working in a customer focussed environment 2. Able to plan, organise and co-ordinate heritage, arts and cultural workshops, activities and events	D D	AF/I
<u>Skills/Knowledge/Abilities</u> 1. Ability to communicate effectively at all levels of the organisation and with the wider community including volunteers 2. Ability to work as part of a team and use your initiative 3. Ability to carry out admin and financial routines to the designated standard and maintain all records to comply with data protection and designated requirements. 4. Effective use of ICT including social media platforms 5. Problem-solving skills 6. Experience of organising events and activities 7. Knowledge of or interest in arts, culture or heritage	E E E E D D E	AF/I
<u>Special conditions</u> 1. Able to work flexible hours 2. Able to travel to the workplace(s) and elsewhere, as required 3. Some duties can be physically demanding	E E E	

AF = Application Form

I = Interview

C = Certificate