

Role Title: Arts Programmes Coordinator

Role purpose: To drive the work of the NPO programme in libraries and to help shape the new arts and culture offer for Suffolk Libraries		
Accountabilities	Measures of success	What you need to know
<p>Programmes delivery <i>Working directly with arts partner METAL in years 1 and senior arts lead in years 2, 3 and 4 to deliver the action plan of the NPO programme:</i></p> <ul style="list-style-type: none"> - Organising and coordinating major milestone activities of the programme across each year - Work with colleagues to collate arts ideas which emerge from specific parts of the programme to create a working database - Coordinating the collection of evaluation data and information - Working with relevant staff to collate and appropriately distribute the outcomes of work across the library network and wider - Coordinate the implementation and delivery of Arts Award - Work with colleagues on the development of new opportunities which spring from the NPO programme - Research and understand the arts ecology of Suffolk and the wider UK 	<ul style="list-style-type: none"> - NPO programme remains on track and delivers to key milestones - Quality information and data supports the programme - Arts Award is successfully delivered - The Suffolk Libraries arts and culture offer grows and thrives 	<ul style="list-style-type: none"> - You will be educated to A Level/NVQ Level 3 or equivalent - Experience of building partnerships with external organisations - Budgeting experience desirable and confidence with online finance systems such as SAP or similar - Excellent communication skills and experience of communicating ideas both written and verbal - Digitally confident and can use a range of Office programmes - A good understanding of the principles of young people's library services
<p>Stakeholders and partnerships <i>Building relationships with the varied stakeholders of the NPO programme and others which would benefit the wider library arts and cultural offer:</i></p> <ul style="list-style-type: none"> - Promote the NPO programme across stakeholder groups and networks - Attend various arts network meetings where appropriate and necessary - Work with senior colleagues to map arts and culture opportunities across Suffolk 	<ul style="list-style-type: none"> - New relationships beneficial for the programme are brokered - Existing relationships are nurtured and continue - Suffolk Libraries remains plugged-in to the wider Suffolk arts and culture landscape 	
<p>Libraries and the front line <i>Acting as the first line of enquiry from libraries and front-line staff around the programme:</i></p> <ul style="list-style-type: none"> - Working as a troubleshooter for front-line library staff for any issues around NPO programme delivery - Working with HR and other senior colleagues to coordinate and deliver training opportunities for staff - Assisting library managers with any changes or upgrades to library space for the effective delivery of the programme 	<ul style="list-style-type: none"> - Front line library staff are enthused and eager to be part of the programme - The NPO programme runs smoothly in libraries - Library spaces are ready for programme delivery 	<p>How you will act</p> <ul style="list-style-type: none"> - Professional and credible: you are able to build trust with the front line and other stakeholders - Team worker: you work well collaboratively and bring energy to the work

<p>Budgets <i>Working with the finance team to keep the programme budget on track:</i></p> <ul style="list-style-type: none"> - Working closely with the Financial Accountant to track budget lines and regularly 'health check' the programme - Working with METAL/senior arts lead to ensure best value of spend to make the most of the programme for the service - Working alongside METAL/senior arts lead to ensure artists are paid to sector standards - Administration of purchase and payments relating to the NPO programme 	<ul style="list-style-type: none"> - The programme remains on track financially - The programme demonstrates good value for money - Quality, professional artists sign-up for programme delivery 	<ul style="list-style-type: none"> - Outcomes focused: you focus on delivering the key milestones of a quality programme for young people - Well organised: you prioritise your work effectively to meet key milestones - Self-starter: you are able to use initiative and enthusiasm in the role to try new things
<p>Programmes administration <i>Undertaking the vital administrative work to keep the programme moving:</i></p> <ul style="list-style-type: none"> - Assisting with the design and implementation of systems for tracking activity, participation and feedback - Working with the Communications and Marketing Manager on content for the website and social media, and drafting copy for media opportunities - Planning and organising of events, buildings, performers and artists - Working with the senior team to collate appropriate information for relevant Board and NPO Working Group meetings 	<ul style="list-style-type: none"> - The programme runs well and efficiently - The programme is well publicised 	
<p>Agreed by Job Holder..... Date.....</p>		
<p>Agreed by ManagerDate.....</p>	<p>Review due by</p>	