**Bromsgrove District Council**

**Job Description and Person Specification**

**Job Title: ReNEW Skills Development Coordinator**

**Directorate: Environment and Communities**

**Service Area: Planning, Leisure and Culture**

**Hours of Work: 4 days per week including evenings, weekends and bank holidays as required.**

**Grade: Grade 6**

**Responsible to: ReNEW Project Manager**

**Responsible for: Youth and Community Arts Organisations, freelance artists, sessional p/t youth workers**

**Project Overview  
  
Cultural Compact for North East Worcestershire**   
  
The Cultural Compact for North East Worcestershire seeks to build pride of place in communities across Redditch Borough and Bromsgrove District through a collaboration across business, community, councils, culture, education, environment, health and young people.

*ReNEW Sharing Stories Shaping Futures: Developing Skills and Capacity* is the first major project of the Cultural Compact, funded by a £550,000 Arts Council England National Lottery Place Partnership award, that was creatively shaped in direct response to a broad range of in depth action research that identified the barriers to better engagement with culture by our communities.

**ReNEW Place Partnership programme**

ReNEW (Rediscover North East Worcestershire) is a 2.5-year project that will achieve two things: i) develop the creative skills and potential of local young artists aged 16 years of age and above by providing applied arts industry experiences and onward career progression routes into the creative sector, and ii) build ambition, capacity and sustainability within our Local Cultural Sector.

ReNEW will bring the community together to share their stories in a bid to shape the future of the area and develop creative opportunities that leave a lasting impact.

The project will achieve this through two strands of work:

**Strand One : Sharing Stories**

With the support of the Cultural Compact Youth Theme Group partners, led by Worcestershire based Young Solutions, the ReNEW Project team will recruit three groups of ten young emerging artists (Skills Cohort Groups or SCGs).   
  
These SCGs will work with three ambitious and suitably qualified arts organisations all with a youth and community engagement specialism. The three organisations will also provide one of three art form specialisms (digital, performing and visual arts). They will work with the young people to create what are called “Sharing Stories” projects in urban and rural spaces. They are :  
  
1 *Gateway to Nature* with lead partners i) National Trust ii) Bromsgrove   
 Society (Visual Arts and Public Art project with £90k budget)  
2 *Awe and Wander* with lead partner Rubicon Leisure (Digital Arts project with   
 £70k budget)  
3 *Wagons Roll* with lead partners Bromsgrove, Redditch and Astwood Bank   
 Carnivals (Performing Arts project with £70k budget).   
  
All three Sharing Stories projects will culminate in taking creative activities out into the communities of Redditch and Bromsgrove during the Spring and Summer of 2026 and 2027 with a focus on reaching target audience groups (15-20 yr olds, older isolated people, families with older children, and lower socio economic groups) These high quality creative activities will enhance pride of place and contribute to economic impact.

**Strand Two: Shaping Futures**

Alongside Sharing Stories activity sits a programme called Shaping Futures. This will i) improve pathways for participating young emerging artists to progress towards careers in the creative industries (including within the Local Cultural Sector) and ii) provide the Local Cultural Sector (which includes diverse amateur and community arts organisations alongside a developing professional sector) with a skills and capacity building programme. This programme will be co created with the support of Culture Central (a Birmingham based Arts Council England Investment Principle Support Organisation or IPSO).

The Shaping Futures aspect of the programme will support the provision of two Apprenticeships (Learning and Participation Officers) provided in partnership with Creative Alliance and deliver a wider programme of shorter term skills training opportunities for up to 100 local young people.

**Skills Development Coordinator Role Overview**

The Skills Development Co-ordinator will support the ReNEW Project Manager to deliver the Sharing Stories and Shaping Futures strands of the ReNEW project. Their focus will be upon i) working alongside the three youth and community arts organisations to supervise the three Skills Cohort Groups (with ten young people aged 16 years of age and above in each group) through face to face applied industry experiences, and ii) supporting the Local Cultural Sector skills development programme (a series of workshops taking place over 1-2 days during 2026 and 2027).   
  
They will work alongside the apprenticeship provider Creative Alliance and the ReNEW Project Manager to supervise the two apprenticeships during the final 12 -15 months of the project.

**Tasks**

* To support the Project Manager to deliver all aspects of the ReNEW Sharing Stories Shaping Futures: Developing Skills and Capacity project.
* To support the development and implementation of successful strategies to recruit participation in skills development opportunities for young people and the local cultural sector across the project.
* To facilitate alongside youth and community arts providers the supervision of face to face youth activities.
* To develop and maintain strong relationships with key partners and stakeholders (inc Cultural Compact partners, young people and the local cultural sector).
* To support the facilitation of connections between local cultural organisations and young people to establish a more integrated and accessible local cultural sector
* To coordinate and oversee on a day to day basis the work programmes of Apprentices during final 12 months of project

* To support the coordination of activities that contribute to the ambition for a new Cultural Strategy (2028-30) incorporating future plans for further sector growth and collaboration.
* Monitor and evaluate programme impact, gathering data to assess progress, report to funders, stakeholders and partners and inform future initiatives.
* Maintain effective records and databases to monitor participation and impacts.
* Provide ongoing support to participants, maintaining awareness of safeguarding policies, procedures, and protocols.
* Support the provision of evaluation activity in conjunction with an external project evaluator/s
* Support the provision of marketing and communications activity in conjunction with an external marketing agency and the Council and their partner’s communication teams
* Support the Project Manager in ensuring all quality standards and procedures are adhered to across the project.
* Ensure the delivery of a consistent and high-quality project in accordance with the funders requirements, council’s policies, standards, and quality expectations.

**General Duties**

* To ensure efficiency, effectiveness, and equality in project delivery.
* To exercise proper integrity and respect of confidential matters and personal information obtained during the execution of the duties of this post.
* To reflect the Council’s core values and objectives in undertaking the duties of this post.
* Ensure that the delivery of the project conforms to all financial, legal, statutory and contractual requirements and develop, maintain and monitor appropriate policies and procedures.
* To understand and comply with the legal requirements of the Health and Safety at Work Act 1974 and any other relevant regulations as detailed in the Council’s Health and Safety Policy Statement.
* To perform duties and responsibilities which meet the requirements and standards of the GDPR and any relevant data protection laws. Take

reasonable care that no unauthorised loss or disclosure of personal data

occurs.

* To undertake such other reasonable duties as may be requested.
* To ensure that the Councils current priorities are met in line with the demands of the project.

**Person specification*:***

We are looking for a candidate with excellent project coordination skills and a passion for developing culture and pride of place. They will be experienced in coordinating positive youth and community arts activities and have good stakeholder engagement skills.

The role requires a proactive approach to managing grant funding reporting on progress, and leading behaviour change activities within local communities. Ideal candidates will have good communication and organisational skills, along with a solid understanding of cultural sector development and facilitating co-production activities with young people and community groups.  
  
The table below outlines specific skills, knowledge, abilities, qualifications, or behaviours which are needed to effectively undertake the main duties and achieve the purpose of the post.

These will be assessed using the information available from:

1 – Application form

2 – Interview

3 – Exercise (presentation)

4 – Evidence (e.g. certificate, membership card, course registration etc)

**Knowledge and Experience**

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| --- | --- | --- | --- |
|  | **Knowledge and Experience** | **Essential / Desirable** | **To Be Assessed By** |
|  |  |  |  |
|  | Qualified to degree level in a related arts, culture or heritage field or equivalent level of industry experience | E | 1,2,4 |
|  | At least 3 years experience delivering positive face to face activities in youth and community settings similar to those found in Redditch Borough and Bromsgrove District | E | 1,2,3 |
|  | At least 3 years experience delivering positive face to face arts, culture and heritage activities in youth and community settings similar to those found in Redditch Borough and Bromsgrove District | E | 1,2,3 |
|  | At least 3 years experience facilitating and supervising positive activities alongside professional arts, culture or heritage practitioners or/and organisations in youth and community settings similar to those found in Redditch Borough and Bromsgrove District | E | 1,2,3 |
|  | Ability to work with partners to develop and implement project plans preferably in community settings with a skills development context | E | 1,2,3 |
|  | Proven track record in project administration | E | 1,2,3 |
|  | Good relationship building and stakeholder engagement in grass roots community settings | E | 1,2,3 |
|  | Good project co-ordination skills in an arts, culture or heritage context, with the ability to organise tasks, meet deadlines, and deliver activity in response to project needs. | E | 1,2,3 |
|  | Experience supporting the monitoring of project budgets | E | 1,2 |
|  | Experience in project coordination at a similar scale to that of our Place Partnership programme. | D | 1,2 |
|  | Ability to plan and organise own workload, meet  deadlines and work under pressure on own  initiative. | E | 1,2 |
|  | Experience coordinating the identification, organisation and prioritisation of training needs in community settings | D | 1,2 |

**Knowledge and Skills**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Post Specific Knowledge and Skills** | **Essential / Desirable** | **To Be Assessed By** |
|  | Good communication and advocacy skills.  The ability to develop, maintain and strengthen partnerships and relationships. | E | 1,2 |
|  | A knowledge of financial practice,  procedures and systems in a large scale organisational setting | E | 1,2 |
|  | Demonstrable organisational and administrative skills, and the ability to establish clear working systems to deliver project outputs. | E | 1,2,3 |
|  | Understanding of the broad range of administrative functions found within a local Council, including, data protection, IT and finance | D | 1,2 |
|  | Experience managing the production of marketing, communications and social media. | D | 1,2 |
|  | Familiarity with the Local Cultural Sector in Redditch and Bromsgrove or experiences connected with communities of a similar nature | D | 1,2 |
|  | Familiarity with community engagement and creative participation interventions with young people and key target audiences: young people aged 15 - 20 years, isolated older people, lower socio economic groups, families with older children. | D | 1,2 |
|  | Good computer literacy and strong working  knowledge of Microsoft Office and other  programmes. | E | 1,2,3 |

**Specific Skills, Behaviours and Personal Attributes**

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| --- | --- | --- | --- |
|  | **Job Specific Skills, Behaviours and Personal Attributes** | **Essential / Desirable** | **To Be Assessed By** |
|  | Effective project coordination skills. | E | 1,2,3 |
|  | Good active listening skills, communicates clearly and effectively, both verbally and in writing. | E | 1,2,3 |
|  | Able to work flexibly to meet the needs of the project. | E | 2 |
|  | Highly motivated, proactive and committed to best practice in all aspects of project coordination and arts/culture/heritage practise | E | 1,2 |
|  | An understanding of and commitment to diversity and inclusion and environmental responsibility. | E | 1,2 |
|  | An analytical thinker with creative, flexible, pragmatic and adaptable operational skills. | E | 2 |