# Development Officer

## Role Description

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| Salary grade: |  | D |
| Reference number: |  | DO |
| Team: |  | Arts |
| Reporting to: |  | Portfolio Manager |
| Line managing: |  | No line management responsibility |
| Location: |  | Flexible – can work from any Arts Council office |
| Travel: |  | Frequent |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

### Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

### About this role

Development Officers are the local delivery agents for our national arts policies and strategies. They provide the principal point of contact for individuals and organisations who want our help, support and funding.

The emphasis for Development Officers is being a flexible resource of arts development expertise with the capability to operate across a range of different disciplines. The precise allocation of projects and tasks will vary from time to time. According to particular skills and expertise Development Officers can expect to be deployed across the Arts Team’s portfolio of responsibilities. These range across the international and local, organisations and creative individuals.

Work as a Development Officer is mentored and guided by Heads or Portfolio Managers and/or a member of the Senior Leadership Team.

A Development Officer might therefore have a range of team‑based responsibilities that includes some of the following:

* a ‘package’ of arts or professional specialisms (e.g. performing arts, crafts, research, community) and building knowledge of sectors
* supporting a specific area of policy (e.g. International, research, young people)
* a geographical role (e.g. a region of Wales)
* advising on funding applications through to monitoring delivery
* specialist advice and involvement in funding decision meetings
* seeing work, developing knowledge and expertise
* preparing and managing contracts, tenders or funding bids under guidance
* being a contact for designated members of the APW portfolio

As a member of the Arts team:

A Development Officer can expect to be involved in all aspects of our development work, deploying their expertise in the areas of analysis, advice, development, critical appraisal, feedback and judgement.

At times they might be asked to assist artists and arts organisations in developing their work locally, regionally, nationally and internationally. They will offer advice on understanding our funding processes.  Development Officers contribute to our grants management processes by, at different stages nurturing potential applications or offering other advice for the development of the arts, contributing to grants decision meetings, giving feedback and monitoring progress.

Officers will have a key role to play in nurturing the potential of clients and projects, and encouraging projects that meet the challenges of our arts development strategy *Inspire*.

A Development Officer will have an involvement with a range of clients and art forms.  This can range from having a single responsibility for a specific area, to maintaining relationships with a group of clients and/or local authorities or fostering development of international work and delivering programmes.  Development Officers will find themselves as enablers of a range of networks, from international working, individual artists, groups of venues through to community based promoters and agencies involved in regeneration.

An Officer can and should on occasion be prepared, on an individual basis, to represent the Arts Council’s interests to our stakeholders.  This will be done in conjunction with, and under the guidance of, the relevant Head, Portfolio Manager and/or SLT member.

A Development Officer will participate in the development of strategic thinking and project work for the Arts Council.  They can have an individual role within a project group or team to research, develop or deliver an area of work or policy.  The framework for this work is provided by the support and guidance from by the relevant Head, PM and/or member of the Senior Leadership Team.

All these activities will have been identified through annual work planning processes.

### Principal responsibilities

Policy – contributes knowledge and experience to the development of policy and strategy.

Specialist knowledge – provides specialist knowledge and intelligence about the Arts sector in Wales and the wider cultural context, which may include a focus on:

* Art form, programme and/or geographical area
* organisational and business development
* input to Sector Development or other project groups.

Project delivery – contributes as a team member, or leads on aspects of project activity delegated by the Project Manager, to:

* the delivery of tasks and projects across designated areas of a portfolio of activity (this is determined through our planning process)
* assists artists and arts organisations with developing their creative potential.

The precise definition of responsibilities will vary from time to time and in accordance with the priorities and projects identified during our corporate planning processes.

Advice and information – provides specialist advice and information on arts development by:

* responding to requests for help or advice on arts development and grants funding
* contributing to advice surgeries and events
* researching, developing and preparing information and briefing materials
* working with colleagues to promote and disseminate information in relation to the Arts Council’s strategic initiatives.

Engagement – develops, encourages and maintains collaborative relationships with artists, arts organisations and relevant partners across the public, private and charitable sectors, including local authorities and non-arts sector partners.

Attendance at networks and forums.

Quality monitoring – provides specialist knowledge to assist with the monitoring of arts organisations and arts activity (especially as lead officer for Arts Portfolio Wales organisations and Lottery funded projects), including:

* liaising with Arts Associates
* leading Arts Portfolio Funding Agreement meetings (including the drafting of Revenue Funding Agreements)
* monitoring the operational performance of a cohort of Arts Portfolio Wales organisations
* producing Arts Review reports
* drafting the content of Radar Reports, when necessary
* contributing to the assessment of business plans
* seeing and reporting on artistic work and activity
* monitoring all aspects of performance, highlighting and assessing development areas and risks
* monitoring the delivery of Lottery funded projects including authorisation of payments, approving additional conditions of grant, signing off completion reports.

Funding – supports the effective use of Arts Council funds by:

* providing specialist advice and information on grant applications throughout the process
* participating in grants decision-making meetings
* providing clear feedback to applicants and colleagues
* monitoring the progress of projects.

Advocacy – promotes a positive profile of the Arts Council of Wales and the activities that it supports.

Supports Arts Council colleagues in responding to consultations on policy matters.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

### Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Qualifications** | * An arts degree and/or relevant professional experience gained within the arts |  |
| **Knowledge** | * A passion for the arts and the ability to manage and implement initiatives that advance the Arts Council’s priorities * A strong knowledge of the arts (including contemporary arts practice and the arts of Wales) * A thorough understanding of equalities issues and their practical application to the Arts Council’s work * Experience of public policy making and project management * A familiarity with financial and business issues – the ability to assess and diagnose organisational issues |  |
| **Skills** | * Competent IT and administrative skills * Excellent spoken and written communication skills – the ability to be an effective, credible and persuasive advocate. Building and maintaining relationships, both internally and externally |  |
| **Experience** | * Active experience of an area of the arts in past career or through education at degree level, or otherwise gained |  |
| **Attributes** | * The ability to manage and execute a diverse programme of projects and tasks * Outcome orientated with the determination to drive tasks through to practical completion * Capable of making decisions within the established framework and understanding the processes and procedures around those decisions * The ability to be self‑servicing and to work with a minimum of direct supervision * A commitment to continuing professional development * The ability and willingness to frequently travel throughout Wales, the UK and/or overseas, and to work unsocial hours when the need arises |  |
| **Welsh language** |  | * Fluency in Welsh (both written and spoken) |