# A purple and orange text  AI-generated content may be incorrect.Arts Development Enabler

## Role Description

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| Salary grade: |  | B |
| Reference number: |  | ADE |
| Team: |  | Arts Development |
| Reporting to: |  | Portfolio Manager |
| Line managing: |  | N/A |
| Location: |  | Flexible – can work from any Arts Council office |
| Travel: |  | Occasional |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. We are the national public body for funding and developing 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, and 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

The Arts Development Enabler serves a dual purpose: providing essential support to the Development Officer team while developing expertise in arts development and funding. This role combines practical support duties with learning opportunities, working alongside experienced Development Officers to deliver on the Arts Council's national arts policies and strategies. While supporting the day-to-day operations of the Development team, the post holder will gain the skills and knowledge needed to progress their professional development.

### Principal responsibilities

Development Officer Support:

- Provide administrative and operational support to Development Officers

- Support the preparation and coordination of funding decision meetings

- Assist with the monitoring and reporting of funded projects

- Help manage relationships with artists and organisations

- Support the delivery of advice sessions and events

- Maintain accurate records and documentation

- Schedule and coordinate site visits and quality monitoring activities

Arts Development Learning & Support:

- Shadowing Development Officers in their work with artists and arts organisations

- Support and learn about funding application assessment processes

- Help gather and analyse sector intelligence

- Assist in preparing briefing materials and reports

- Support quality monitoring visits and reporting

- Help maintain relationships with stakeholders

Project Coordination:

- Support in the co-ordination of project logistics and administration

- Support Development Officers in project delivery

- Maintain project tracking systems

- Assist with evaluation and reporting

- Provide support in the organisation of events and networking opportunities

- Supporting partnership activities

Funding Process Support:

- Support the administration of funding applications

- Assist in assessment processes under guidance

- Help prepare materials for funding meetings

- Support grant monitoring activities

- Assist in providing feedback to applicants

- Maintain funding records and documentation

Continuous Professional Development:

Actively participate in mentoring from Development Officers

- Building knowledge of art forms and sectors

- Developing understanding of policy and strategy

- Develop working knowledge and understanding of quality monitoring and assessment

- Building expertise in funding processes

- Network within the arts sector

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 clients. 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. We are 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** |
| **Knowledge** | * An understanding of the Arts Sector in Wales
* An understanding of funding and development in the Arts Sector
* An interest in contemporary arts practice
* Awareness of equality and diversity issues in the arts
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| **Skills** | * Good communication and interpersonal skills
* Basic project management abilities
* Analytical and critical thinking skills
* IT and administrative competency
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| **Qualifications/ Experience** | * Practical experience in the arts sector e.g. As an artist, or working in an arts organisation
* Some experience of providing project management support.
* Experience of working with artists or with arts organisations or in partnerships with artists
* Experience of event or project support
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| **Attributes** | * Passionate about the arts and arts development
* Eager to learn and develop professionally
* Ability to work under guidance while showing initiative
* Good team working skills
* Willingness to travel throughout Wales
* An interest in building sector knowledge
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| **Welsh language** |  | * Fluency in Welsh (both written and spoken)
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