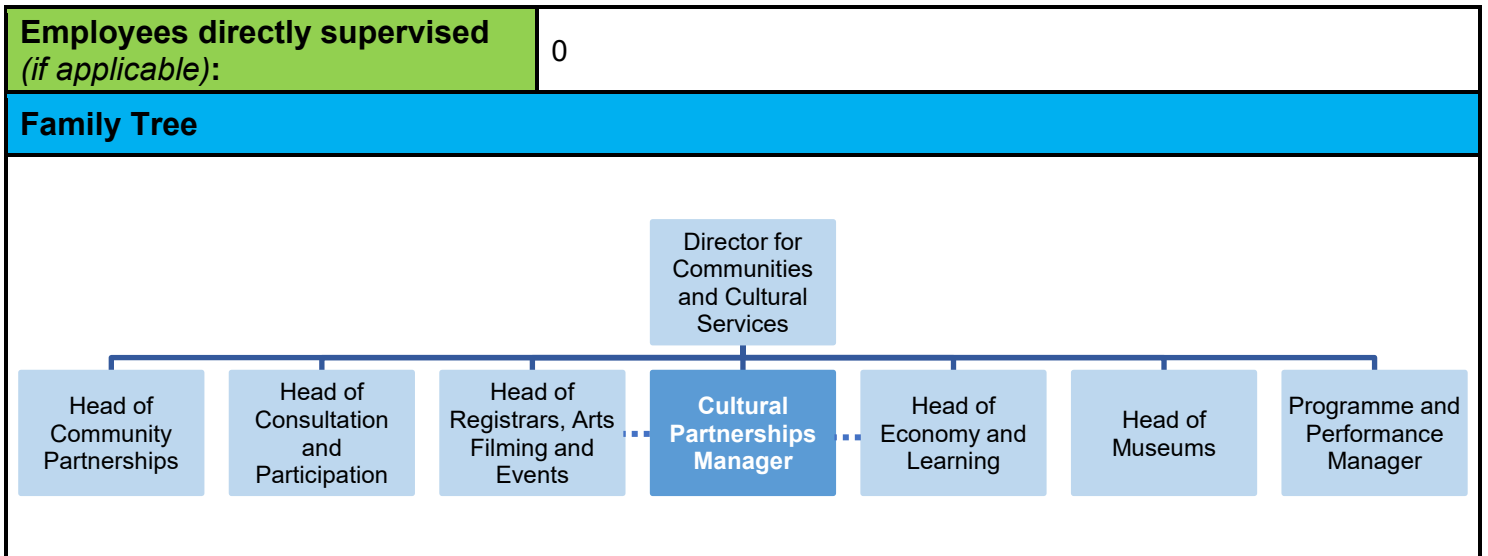


JOB DESCRIPTION

Job Title	Cultural Partnerships Manager
Directorate	Grenfell Partnerships, Community and Transformation
Department	Communities & Cultural Services
Grade	H



1. JOB PURPOSE:

- To be the Royal Borough of Kensington and Chelsea’s most senior officer leading on strategic and operational delivery of the Council’s ambitions in relation to culture, arts and creativity as set out in the Council Plan 2003-2027, the Local Plan 2024 and Culture Plan 2026-29.
- To lead on increasing active participation in culture and creativity in the borough, both in increasing the numbers of residents and visitors experiencing the borough’s cultural offer and in creating art in its broadest sense – physical, written, spoken and performed
- To establish and maintain borough strategic partnerships that bring our international cultural institutions and corporations, local culture and creative providers and artists together to work with schools, the NHS and other community-based agencies for the benefit of our residents and to attract more visitors to the borough.
- To advocate for the cultural and creative sector, grassroots providers and local artists representing their views and speaking on their behalf to ensure their voice is heard and interests are given due consideration.

2. DESCRIPTION OF DUTIES

1. The be the owner of and lead on the delivery of Kensington and Chelsea’s vision as set out in the Culture Plan.
2. Lead on the development of the borough’s cultural strategies and policies to increase resident participation, creative and cultural join-up and schools’ engagement in culture

3. Be the Council's strategic contact with national and international cultural institutions based in the borough – e.g. Natural History Museum, Victoria and Albert Museum, Science Museum and Imperial College – to further the Council's cultural ambitions and ensure better connection with our local residents and communities, leading to measurable improvements in resident cultural participation, economic impact, community engagement and better access to culture for all.
4. Build and maintain strong inclusive borough strategic partnership with key cultural institutions, local providers, artists and business improvement districts ensuring that it delivers added value to the sector and cultural environment of the borough to a) increase resident engagement in culture; b) increase visitor numbers; c) improve the diversity of cultural activity and d) gain better economic outcomes for the borough
5. Build and maintain the borough's Local Culture & Education Partnership working closely with schools, the cultural and creative sector and New Directions to ensure children and young people and families are able to access and benefit from the borough's cultural offer through education establishments.
6. Build relationships between community groups and cultural and creative sector institutions, providers and artists to foster increased collaboration that leads to greater creativity, within communities at grassroots level.
7. Lead on the development of community leadership in local cultural activities and programming across the borough to increase number of residents as cultural producers.
8. Lead engagement with the Planning Team on art and culture obligations, from the earliest stages of development proposals. This includes advising planners on appropriate commitments, shaping art and culture requirements, and ensuring developers enter the process with clear expectations that enable earlier and more effective partnership working.
9. Act as the Council's lead for s106 art and culture, ensuring that developers meet their legal obligations, work directly with developers and end-users on regeneration schemes to negotiate and sign off arts and culture s106 agreements, ensuring they are realistic, evidence-based and aligned with the Local Plan 2024 and Culture Plan 2026-29.
10. Represent RBKC at joint meetings with cultural institutions and providers in relation to cultural delivery and employment opportunities; developers in relation to art and culture s106 negotiations and financial contributions; Council contractors in relation to social value contributions to ensure that the borough is able to reap all the cultural, economic and community benefits that arise from culture across the borough to create stronger communities and promote resident wellbeing.
11. Maintain accurate records and produce quarterly (internal) and annual (public) progress reports, dashboards and updates for senior officers, Members and internal boards, and residents supporting continuous improvement of Culture Plan delivery monitoring processes.
12. Manage the Council's relationship with Opera Holland Park and work with the charity to ensure more local residents are able to access their summer performance calendar and their outreach Inspire community programme in the community reaches as many people as possible increasing the number of residents able to benefit from their year long learning programme

13. Lead on working with the cultural and creative sector to coordinate to promote Kensington and Chelsea as a cohesive place of culture, pulling together the different aspects into a singular online identity and portal that raises awareness, encourages resident participation and attracts visitors to the borough to boost our local economy. This includes collating and publishing a regular culture newsletter.
14. Foster and maintain mutually beneficial partnerships and networks to strengthen borough's vibrant cultural environment including to lead on and encourage networking across the borough's cultural and creative sector, brokering relationships between international and large institutions in the borough and smaller providers and artists to provide peer-to-peer support and options for collaborations
15. Be the spend manager and budget owner of s106 monies and other investment coming into the borough (circa £600,000), profiling the monies to ensure there is a steady stream of funding, lead the work with partners to agree what funds will be spent on and be budget manager these funds.
16. Work with the Social Investment team and Strategic Employment service to establish synergies and leverage social value cultural benefits from our contracts including financial donations and in-kind support to local and grass-roots cultural providers, producers and creatives in the borough
17. Lead on inward investment for culture and the Council's efforts to raise funding for cultural delivery, writing grant bids, sourcing sponsorship opportunities for cultural events, programming and activities, utilising social value for culture through our large contracts and distributing any funding or in-kind support to the sector and artists
18. Support local artists and cultural producers by leading on delivery of annual Arts and Black History Month grants programme and curating Kensington Town Hall exhibition spaces, facilitating a rolling programme of exhibitions by local artists covering painting, multi-media installations for screen and sculpture.
19. Expand the role of culture in health, working with Public Health, the NHS, GP surgeries and other community health settings
20. Work closely with the Economy and Learning team to promote RBKC's creative industries and support culture and creative sector institutions and organisations to create jobs, apprenticeships and opportunities for young people and residents to work in the sector

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Cultural Partnerships Manager
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Resilience:

We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours:

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	<p>Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
B	<p>Qualifications</p> <p>Essential:</p> <p>None</p>
C	<p>Skills; Experience and Attitude</p> <ul style="list-style-type: none"> • In-depth understanding of culture and creative sector, drivers and current issues • Experience working with range across the culture and creative sector from national or international institutions, museums, industry providers (e.g. music, film, theatre) to small local providers, collectives and artists • Policy development • Programme delivery • Stakeholder engagement • Cultural partnership building and maintenance • Inward investment, successful fundraising and bid writing • Communication- • Negotiation and influencing with non-financial leverage • Political sensitivity

Our Values & Behaviours	
D	<div style="background-color: #00a0e3; color: white; padding: 5px; text-align: center; border-radius: 10px; margin-bottom: 10px;">PUTTING COMMUNITIES FIRST</div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	<div style="background-color: #009640; color: white; padding: 5px; text-align: center; border-radius: 10px; margin-bottom: 10px;">RESPECT</div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	<div style="background-color: #00a0e3; color: white; padding: 5px; text-align: center; border-radius: 10px; margin-bottom: 10px;">INTEGRITY</div> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued

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WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.