

Job Title	Community Programme Coordinator
Job Level	TBC
Location	Winchester
Workstream	Destination Winchester
Function	
Line Manager	Operations Manager
People Leadership	None
Diversity and Inclusion We are committed to promoting equality and diversity and a culture that actively values difference.	
Role Purpose To coordinate accessible participatory arts, cultural and heritage experiences at Winchester venues and within the community to achieve strategic, commercial and quality objectives.	
Responsibilities <ul style="list-style-type: none"> ▪ Plan and deliver an accessible, year-round programme of classes, workshops and events that explores a broad range of arts practices and cultural and heritage themes ▪ Develop a thematic framework for the programme that supports learning and engagement pathways for participants and responds to strategic priorities for the venue ▪ Recruit and manage a team of tutors and facilitators to deliver the programme ▪ Foster partnerships and relationships which support the growth, enrichment and reputation of the programme ▪ Be accountable for programme expenditure and supporting on the achievement of income targets ▪ Undertake the administrative duties associated with programme delivery including ticketing, management of contracts, budgets, invoices, risk assessments and reporting ▪ Liaise with library and operational colleagues to ensure the successful and efficient delivery of the programme ▪ Support the marketing and promotion of the programme ▪ Work with colleagues to ensure the programme supports workstream priorities and aims, making connections with exhibitions, retail, café and bar ▪ Evaluate to monitor quality, efficiency and impact of the programme ▪ Be accountable for adherence to health and safety and safeguarding policies, their application as applicable to the programme development and delivery ▪ Be available to support programme delivery in venues as appropriate. ▪ Any other duties or projects required by the trust 	
Experience, Skills and Qualifications:	
<u>Essential:</u> <ul style="list-style-type: none"> • Experience and capability in developing a diverse programme for a public venue • Ability to build strong relationships with internal and external stakeholders • Ability to manage and coordinate priorities across multiple projects • Experience of professional tools and systems such as MS Office and social media platforms 	
<u>Desirable:</u> <ul style="list-style-type: none"> • Experience working with diverse audiences • Expertise in programming for either adults or young people • Experience of working across multiple sites • Experience development and delivering digital and/or online programming • Fundraising experience 	

<p>Relating and Networking</p> <ul style="list-style-type: none"> Establishes good relationships with customers and staff Builds wide and effective networks of contacts inside and outside the organisation Relates well to people at all levels Manages conflict Uses humour appropriately to enhance relationships with others 	<p>Persuading and Influencing</p> <ul style="list-style-type: none"> Makes a strong personal impression on others Gains clear agreement and commitment from others by persuading, convincing and negotiating Promotes ideas on behalf of self or others Makes effective use of political processes to influence and persuade others
<p>Adapting and Responding to Change</p> <ul style="list-style-type: none"> Adapts to changing circumstances Accepts new ideas and change initiatives Adapts interpersonal style to suit different people or situations Shows respect and sensitivity towards cultural and religious differences Deals with ambiguity, making positive use of the opportunities it presents 	<p>Delivering Results and Meeting Customer Expectations</p> <ul style="list-style-type: none"> Focuses on customer needs and satisfaction Sets high standards for quality and quantity Monitors and maintains quality and productivity. Works in a systematic, methodical and orderly way Consistently achieves project goals.
<p>Learning and Researching</p> <ul style="list-style-type: none"> Rapidly learns new tasks and commits information to memory quickly Demonstrates an immediate understanding of newly presented information Gathers comprehensive information to support decision making Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback) Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation) 	<p>Planning and Organising</p> <ul style="list-style-type: none"> Sets clearly defined objectives Plans activities and projects well in advance and takes account of possible changing circumstances Identifies and organises resources needed to accomplish tasks Manages time effectively Monitors performance against deadlines and milestones

Values

 <p>CONFIDENCE</p> <p>We have the courage to aim high and think differently</p>	 <p>CREATIVITY</p> <p>We are imaginative, resourceful and flexible in what we do and how we do it</p>	 <p>EXCELLENCE</p> <p>We aspire to the highest standards in everything we do</p>
 <p>RESPONSIBILITY</p> <p>We are all responsible for the success of the trust, as individuals and together</p>	 <p>TEAMWORK</p> <p>Through working collaboratively, we inspire our people to make their best contribution, share knowledge and celebrate our achievements</p>	 <p>RESPECT</p> <p>We are considerate, respectful and understand each other's similarities and differences</p>

Created by:	Katerina Kremmida	Date:	June 2021
HR Review by	Anne Horn	Date:	July 2021