BARRY TOWN COUNCIL
JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Programmes and Partnerships Officer
Grade: SCP 19 – 21 (£33,119 - £34,237)
Reporting To: Heritage Centre Manager
Responsible For: Volunteers, freelance facilitators, contractors, event staff
Hours: 37 hours per week
Working Pattern: Monday to Friday, with a requirement to work regularly on Saturdays and occasionally for evening events on a rota basis
Fixed Term for 3 years, with a view to extend to 5 years

Purpose of the role

The Programmes and Partnerships Officer will develop and deliver an engaging programme of activities, learning, events and community participation for Barry Town Council's Heritage Centre, while building the partnerships and external relationships needed to extend its reach and impact.

In the first instance, the postholder will support mobilisation and opening of the centre, helping to establish its programme, community links and partnership network. Once operational, the role will ensure that residents, schools, community organisations, visitors and partner organisations have meaningful opportunities to participate in and contribute to the centre's work.

The role supports delivery of the Council's Corporate Plan, with a particular focus on heritage, culture, community participation, tourism, regeneration and inclusive access.

Key duties and responsibilities

1. Programmes and participation

- Develop, coordinate and evaluate a varied programme of exhibitions, events, talks, workshops and community activities.
- Generate innovative activity ideas that reflect the museum's collections, heritage themes, audiences and strategic priorities.
- Develop the centre's learning offer for schools, colleges, families and other organised groups.
- Support community participation in the development of exhibitions, activities and interpretation.
- Procure and manage external facilitators, artists, speakers and contractors where required.

- Coordinate oral history, memory-gathering and community storytelling activity where appropriate.
- Ensure programmes are inclusive, accessible and responsive to the interests of Barry's communities and visitors.
- Monitor participation, feedback and programme outcomes and use this information to improve future activity.

2. Partnerships and community engagement

- Develop and maintain positive relationships with heritage organisations, schools, community groups, businesses, tourism bodies and public-sector partners.
- Act as an ambassador for the museum or heritage centre at meetings, events and community forums.
- Develop collaborative projects and activities that strengthen Barry's wider heritage and visitor offer.
- Identify opportunities to involve communities whose histories and experiences may be underrepresented.
- Support volunteer engagement and community participation initiatives.
- Support partnership activity that encourages visitors to explore other heritage, cultural and visitor destinations across Barry.
- Promote inclusive practice and ensure the museum remains welcoming and accessible to all audiences.

3. Funding and development

- Work with the Heritage Centre Manager and Future Generations Project Officer to identify suitable grant, sponsorship and partnership-funding opportunities.
- Contribute to funding applications, partnership proposals, project plans and supporting evidence.
- Maintain accurate information on partnership opportunities, funding activity and agreed actions.
- Support funder monitoring, evaluation and reporting requirements for projects within the postholder's area of responsibility.

4. Events and communications

- Plan and coordinate programme activity in accordance with agreed budgets, risk assessments and Council procedures.
- Work with the Engagement & Events team to promote programmes, activities and partnership opportunities through appropriate communications channels.
- Produce clear and accessible programme information, learning materials and partner communications.

- Lead the delivery of, and where appropriate act as Duty Manager for, occasional evening, weekend and seasonal events.

5. Marketing and Audience Development

- Work with colleagues to promote activities and events through a range of communication channels.
- Contribute content for websites, social media, publications and promotional materials.
- Support audience development initiatives aimed at increasing visitation and participation.
- Develop and maintain stakeholder and partnership contact databases.

6. Governance and administration

- Maintain effective programme, partnership and participation records in accordance with Council policies.
- Provide performance information and updates to the Heritage Centre Manager for reports to Senior Leadership and Committees.
- Operate within agreed budgets and follow Council financial procedures and standing orders.
- Support the development and implementation of relevant centre policies and procedures.

7. Health, safety, safeguarding and compliance

- Undertake appropriate risk assessments for programmes, activities and events and ensure agreed controls are implemented.
- Ensure safeguarding, consent, equality, data protection and other relevant requirements are followed in programme delivery.
- Take care of your own health and safety and ensure through training and guidance that you are aware of your responsibilities in relation to your role.

8. Equality, diversity, and Welsh Language

- Promote inclusive practice and ensure activities are accessible to a broad range of communities and participants.
- Uphold the Council's obligations under the Welsh Language Standards and support bilingual communication and programme delivery.

9. Personal development

- Maintain up-to-date knowledge and skills in heritage engagement, learning, participation and partnership working.
- Undertake relevant professional development as agreed with the Heritage Centre Manager.

10. Other duties

- Undertake Duty Manager responsibilities as required.
- Respond appropriately to operational issues, incidents or emergencies.
- Support the smooth day-to-day operation of the museum or heritage centre.
- Contribute to the development and implementation of organisational policies and procedures.
- Ensure excellent standards of customer care are always maintained.
- Be a key holder for the Heritage Centre premises.
- Undertake any other duties commensurate with the level of the post as directed by the Heritage Centre Manager.

PERSON SPECIFICATION

Qualifications and experience

- Relevant degree-level qualification or equivalent substantial professional experience in heritage, culture, education, community development, tourism or a related field.
- Experience of developing and delivering programmes, events, learning or community engagement activity.
- Experience of building productive relationships with community organisations, schools, partners or external agencies.
- Experience of project planning, coordination and evaluation.
- Experience of working in a public-facing environment and delivering excellent customer service.
- Understanding of safeguarding, equality and inclusive practice.

Skills and attributes

- Strong interpersonal and written communication skills.
- Ability to build positive relationships with a wide range of people and organisations.
- Excellent organisational and project management skills.
- Ability to manage multiple priorities and work independently within agreed objectives.
- Confident facilitation and presentation skills.
- Ability to contribute to funding applications and partnership proposals.
- IT literacy across standard office and communication platforms.

Personal qualities

- Creative, collaborative and community focused.
- Motivated, adaptable and able to turn ideas into deliverable activity.
- Committed to public service, inclusion and community wellbeing.
- Confident and credible when representing the Council and Heritage Centre.

Other requirements

- Willingness to work evenings and weekends as required.
- Welsh speaker desirable.