

Job Description - Leominster Our Place Project Officer

Job Title: Leominster Our Place Project Officer

Salary: £20-25 per hour, depending on experience and including all travel and parking expenses

Contract Type: Freelance - up to a maximum of 23 months

Hours per week: 16 hours per week – with flexibility required to accommodate weeks where intense activity is required

Working pattern: Flexible working, including occasional evening and weekend work

Accountable to: Leominster Cultural Consortium, alongside Leominster Town Council for financial matters

Reports to: Leominster Cultural Consortium, Leominster Town Council and Our Place Programme Manager

Location: Home working with regular and varied attendance at meetings and events in Leominster and the surrounding community

Required: Access to a car, laptop and mobile phone for work use. Public Liability insurance.

Proposed Start date: May 2025



About the Our Place Programme

The 3 year "Our Place" programme, now into its 2nd year, will establish a new model for community based socially engaged art practice in Herefordshire, one of the UK's most rural counties, improving quality of life through enhanced cultural opportunities. The project is led by the Herefordshire Cultural Partnership and delivered by three established local cultural organisations, Leominster Cultural Consortium, Rural Media Charity, and Meadow Arts. They will collaborate with local communities in Leominster, South Wye and the Golden Valley to create and showcase live performances, digital content and visual art.

The Our Place programme is generously supported using public funding by the National Lottery through Arts Council England, and in its first year received match funding from Herefordshire Council under the UK Shared Prosperity Fund.

Job Summary

To support the Leominster Cultural Consortium in the planning, development and delivery of the Leominster strand of the **Our Place** programme, acting as a conduit between the Consortium, the Programme Manager of the Our Place programme, the Herefordshire Cultural Partnership, local creatives and the wider community, to report to the project steering group and stakeholders while working to plan, design, create, deliver, review and elevate a dynamic range of cultural activities and events.

Key Duties and Responsibilities

Community Engagement and Consultation

- Create and nurture positive relationships between the Cultural Consortium and local community groups, stakeholders, vulnerable communities, schools, artists and residents.
- To coordinate and facilitate a robust Community Engagement programme for the Our Place Programme with agreement from Leominster Cultural Consortium members, to

Job Description - Leominster Our Place Project Officer

increase public engagement and ensure synergy with all Our Place delivery organisations, stakeholders, Leominster community groups and other event organisers.

- Assist with the coordination and delivery of consultation and outreach events, including engagement with vulnerable communities, attending events and collecting data in accordance with the central programme reporting framework.
- Create and implement an annual communication and marketing plan for each year of the programme's delivery with approval from Leominster Cultural Consortium, in liaison with other programme deliverers, the Our Place Programme Manager and Programme Evaluator.
- Recruit, encourage and support the involvement of local volunteers in Our Place activities and events.
- Work with the Leominster Cultural Consortium to design and build sustainable projects, in conjunction with other Our Place Project Officers, Programme Manager and Programme Evaluator.
- To build relationships with local key health and wellbeing providers and organisations to inform and support the Leominster strand of the Our Place programme.

Event Coordination and Delivery

- Work with the Leominster Cultural Consortium to implement an open and transparent procedure for commissioning creative works, keeping appropriate records and accounts.
- To coordinate, support and promote the artistic and cultural activities and events of Our Place Programme in agreement with the Leominster Cultural Consortium members, working within the Consortium's governance and decision-making structures.
- Support local artists and creative communities in planning and running a series of regular and annual events.
- Update and maintain an inventory of local cultural assets, artists, contacts and volunteers.

Evaluation and Monitoring

- In connection with the Our Place Programme Manager, Steering Group, other Project Officers and Programme Evaluator, work with the Leominster Cultural Consortium to produce an Evaluation and Monitoring Strategy for the Leominster strand of the Our Place Programme.
- Develop and implement the Programme's Evaluation and Monitoring Strategy, by collecting the data required to monitor the Programme against key indicators, outputs and milestones.
- Produce evaluation reports regularly at review points throughout the life of the Programme, keeping to programme reporting deadlines.

Project Administration

- Support Leominster Cultural Consortium in ensuring that all funder requirements in relation to project promotion, outputs and monitoring are met.

Job Description - Leominster Our Place Project Officer

- Undertake project administration, including keeping timely and accurate records and minutes, while at all times adhering to GDPR, confidentiality and information sharing protocols.
- Administer a budget for project and activity costs, with approval from Leominster Cultural Consortium and in liaison with Leominster Town Council.
- Participate in internal and external meetings and events to promote and support project development work and progress.
- Work collaboratively with all partner agencies, sharing information required to put in place skills and resources required for the project.
- Ensure that all events and meetings adhere to health and safety requirements and safeguarding policies required by Leominster Cultural Consortium and local partners, including the production of appropriate risk assessments.
- Work flexibly to meet the needs of the project and carry out any other reasonable duties as required.
- To be a positive, responsible and professional representative of Leominster Cultural Consortium, while working as an integral member of the wider Our Place programme delivery team.
- Attend online Delivery Partner Meetings and Peer Group Training Sessions

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Person Specification

	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> • High level of literacy and numeracy 	
Work Experience and Knowledge	<ul style="list-style-type: none"> • Evidence of ability to prioritise work, set targets, and achieve positive outcomes, while working within a range of stakeholder requirements. • Evidence of ability to organise and manage resources effectively. • Arts or heritage administration experience, including finance and evaluation. • An understanding of Health & Safety. • Knowledge of the local area. 	<ul style="list-style-type: none"> • Experience of working with cultural programme delivery. • Event management experience.
Communication	<ul style="list-style-type: none"> • Excellent oral and written communication skills, including an ability to relate to, and gain consensus from, a wide range of stakeholders with differing needs. • Ability to relay information to Cultural Consortium partners in a timely and coherent manner. 	<ul style="list-style-type: none"> • Experience producing press and marketing materials. • Experience using social media platforms and website creation software.
Information Technology	<ul style="list-style-type: none"> • Experience with Microsoft Office applications. • Experience hosting online meetings/events. 	<ul style="list-style-type: none"> • Previous experience producing and uploading website content.
Personal Attributes	<ul style="list-style-type: none"> • A passion for supporting creativity • Able to work on own initiative without supervision. • Ability to deal with several different strands/levels of work concurrently and organise workload to manage demands from multiple stakeholders. • Flexible and adaptable. 	<ul style="list-style-type: none"> • An interest in culture and heritage-based community development. • DBS check • Driving licence

Note: Assessment of whether criteria are met will be from the application submitted, followed by interview where appropriate. In respect of qualifications, original certification will be required.