

Hastings Borough Council

Job Description

Job Title

Sector Development Project Officer (Fixed Term until 31st March 2011)

Directorate

Regeneration and Planning

Grade

6

Reports to

Economic Development & Inclusion Manager

Location

Aquila House

Purpose of the Job

To develop the capacity of the cultural sector (meaning tourism, retail, leisure and creative industries) its contribution to the sustainable regeneration and economic prosperity of the town. To work constructively and actively with other regeneration officers and a range of partner organisations to ensure that this sector is appropriately promoted, supported and advised, and that appropriate opportunities are maximised to increase employment and wealth generation within the these industries locally.

To promote the creation of new job opportunities and sustainable self employment within the sector.

To support the implementation of the Economic Development and Inclusion Strategy, the Hastings Community Strategy, the Cultural Strategy, the Local Area Agreement and other relevant strategies.

Main Responsibilities

- In agreement with line management, develop and deliver activities and discrete projects which
 - promote enterprise, employment, skills and training opportunities for local people in the cultural sector.
 - support entrepreneurial activity and investment, and increase the capacity of the cultural sector to contribute to the regeneration of the town.
- Work closely with line managers and other officers as appropriate to analyse market trends affecting this sector, and the needs of the sector, and identify appropriate interventions to increase employment, workforce skills development and wealth creation within the sector locally.
- Under the direction of line managers, and in partnership with other officers, develop and implement seminars and targeted support services to develop the capacity and sustainability of cultural industries in Hastings.

- Develop and deliver projects/initiatives, securing the necessary funds; following monitoring and reporting functions as required by the funding and accountable bodies; and ensuring that outputs, value for money and expenditure are achieved within project timeframes, agreed budgets and established Council financial and operating procedures.
- Identify and maximise opportunities for enterprise and employment within the cultural sector and deliver agreed specific targets relating to enterprise development and new jobs for local people in the food, fishing and hospitality sector.
- Develop and maintain a database and mailing list of key local cultural industries.
- Encourage and support the development of community-based projects, special events and promotions that promote and support the growth of local entrepreneurs and enterprises working within the sector.
- Build the capacity of cultural sub-sectors by identifying new market opportunities and implementing measures to address local market failure.
- Assist in the development and maintenance of local networks through which entrepreneurs and businesses in this sector can come together to discuss common issues and share best practice.
- Provide direct support, advice and guidance to potential and established entrepreneurs and businesses in the sector as appropriate, including referrals to additional appropriate business and professional support and training opportunities.
- Under the direction of line managers, work constructively with local, sub-regional and regional agencies and partnerships supporting the development of the sector in Hastings. Support good communication and networking between emerging and existing groups and agencies.
- Work closely with other Council officers to identify and exploit opportunities to enhance and promote the unique diversity of the town's cultural offer.
- Prepare and input to reports for publication and for consideration by the Council's committees and external partners.
- Participate in an annual performance appraisal based on agreed objectives that are linked to the Council's corporate objectives and priorities.
- Ensure that all duties and services provided are in accordance with the Council's Equalities and Diversity policies and procedures.
- To comply with individual responsibilities, in accordance with work role for health and safety in the workplace.
- Undertake such other duties and tasks appropriate to the grade and character of work such as changes in information systems and new technology as may reasonably required. Therefore, the above list of key result areas in this job description should not be regarded as exclusive or exhaustive.

The key result areas to this post are set out in this job description. It should be noted that the Council reserves the right to update the job description from time to time to reflect changes in or to the post after consultation about any proposed changes. Significant permanent changes in duties and responsibilities will require revisions to be made to this job description.

Person Specification

Job Title

Sector Development Project Officer

Directorate

Regeneration & Planning

Essential Requirements

Qualification

1. GCSE level or equivalent experience

Experience

2. Experience of delivering economic and specific sector development activities, within budget and to agreed schedules.
3. Practical project management experience
4. Experience of working in partnership with community groups and external organisations
5. Experience of developing funding applications and report writing
6. Some experience of monitoring and evaluation systems and processes

Knowledge

7. Good understanding of basic business principles
8. An in-depth understanding and practical knowledge of cultural sector, and employers' issues and needs.
9. An understanding of Government and regional policy and initiatives.

Personal Aptitude and Skills

10. Able to work to demanding deadlines
11. Able to work as part of a team and on own initiative
12. Good communication and influencing skills, able to network at events and functions
13. Ability to engage effectively with entrepreneurs, cultural businesses and relevant organisations
14. Competent in the use of IT and the internet including Microsoft Office package, and specifically Word, Excel, Outlook and PowerPoint

Behavioural Approach

15. Highly organised and self motivated
16. Flexible and adaptable
17. Professional and approachable
18. Commitment to promoting equality and diversity
19. Satisfactory attendance record (normally less than 5 days absence in a year) but taking into account individual circumstances

Circumstances

19. Must be able to work unsocial hours from time to time, including evenings and weekends.

The above qualities will be assessed in the first instance on the application form and again at the interview stage if selected.

Desirable Requirements

Qualification

1. Educated to degree level, preferably in a related field

Experience

2. Experience of business development/support in disadvantaged areas

Knowledge

3. Knowledge of business planning
4. Knowledge of cultural industries in Hastings
5. Knowledge of business support services