

Job Description

Job Title: Partnerships, Projects and Fundraising Manager

POSCODE: 333007738

Grade: P2 (£44,260 – £47,277)

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

Seek internal and external funding to deliver projects and services which meet funders' and County Council outcomes, developing strategic fundraising plans for the Service. Oversee the delivery of funded projects and commissioned work, as appropriate, agreeing and meeting key performance targets.

Lead the small Cultural Services team and build knowledge, expertise and experience individually and across the wider team on cultural provision and commissioning focused on delivering to Council and wider public sector outcomes.

Create and deliver a strategic Cultural and Fundraising plan as part of the Service's strategy to sustain library and cultural services whilst repurposing them to deliver key priority outcomes.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	<p>Leadership and Delivery of National Portfolio Organisation programme</p> <p>Management and leadership of The Library Presents programme of externally funded arts in libraries across the County. The post-holder has financial and reporting responsibility, writing successful funding application(s), leading and managing the programme, sustaining and building the quality and relevance of delivery, regular reporting to the Strategic Steering Group, Arts Council England and others.</p> <p>The programme relies upon research and statistics to inform targets and supports district aspirations and priority places in order to bring quality arts activity to communities across the County.</p>
2.	<p>Lead and manage the work of the Museum Partnership Officer, ensuring that activity is in line with the work of wider service and Council priorities, as well as with the priorities of the external funder, Museum Development South East, and ensuring increase in income generation and increasing levels of participation.</p> <p>Oversee partner and stakeholder relationships connected to Museums support, maximising opportunities to work collaboratively to improve the health and wellbeing of residents through increased participation.</p>
3.	<p>Leadership and Management</p> <p>Lead and empower the Partnerships, Projects and Fundraising team by developing a shared vision, clearly articulated outcomes, aims and objectives which fully support and align to those within the Libraries and Cultural Service, Council priorities and community ambitions.</p> <p>Oversee the recruitment, management, training and performance management of staff in line with County Council policies and procedures. Motivate others to achieve their maximum potential, providing flexibility to meet business needs.</p> <p>Develop a team culture of continuous improvement and change which corresponds to the needs of the communities and meets wider local government priorities.</p>

4.	<p>Pro-active membership of the wider Library Leadership Team, contributing to operational delivery and strategic development of the libraries and culture service. Participate as a senior member of the Library Leadership Team, sharing knowledge and expertise, understanding services and spotting opportunities, thereby contributing to and furthering the potential of the service as a whole and helping to ensure a vibrant cultural offer across the county.</p>
5.	<p>Partnership Working</p> <p>Work in partnership and build relationships with other Council services, public and private sector organisations, building an understanding of their needs and requirements in order to identify and develop opportunities for joint projects, commissioning and sponsorship.</p> <p>Develop, manage and maintain effective working relationships with current and potential partners and stakeholders, including businesses, in order to encourage a collaborative approach to supporting and delivering local, service and council priorities.</p> <p>Explore ways of attracting and influencing innovative partnerships for future approaches to delivering or supporting services.</p> <p>Support and contribute to the development of a Cambridgeshire and Peterborough Combined Authority Cultural Strategy.</p> <p>Develop a shared approach to service design and delivery, providing support to colleagues which recognises and makes good use of the diversity of skills.</p>
6.	<p>Performance management</p> <p>Set, monitor and report on a range of key performance indicators that demonstrate the return on investment, to include delivery against priority outcomes, community participation, and income raised.</p>
7.	<p>Income Generation</p> <p>Take the lead in identifying external funding opportunities and writing bids for projects that extend and develop the work of the wider team and bring significant external funding.</p> <p>Create and deliver strategic Commissioning and Fundraising plans that scope the widest range of income generation possibilities including commissioned work, sponsorship, partnership working, donations, chargeable services and legacy giving.</p> <p>Support the service to be “commission ready” including implementing new business processes, financial modelling, developing a stronger customer focus, and impact and evidence monitoring.</p> <p>Build the skills, knowledge and experience of the wider team at all levels in relation to commissioned services and fundraising, in order to maximise the success of the team in securing commissions and generating income which sustains and develops Library and Cultural services.</p>
8.	<p>Programme and Project Management</p> <p>Lead the management, successful delivery, completion and evaluation of funded pieces of work.</p>

	<p>Lead, develop and co-design new cultural and projects or programmes which encourage increased participation by individuals and groups, including those which improve health and wellbeing through creative and active inclusion.</p> <p>Oversee delivery, monitoring and evaluation of existing projects ensuring service and officer resource is in line with external funding agreements and project delivery meets expectations.</p> <p>Ensure project plans and service delivery, including the funded Museums partnership, continue in line with agreed aims and objectives, that available budgets or funding is put to appropriate and best use and opportunities and ideas for further funding streams are suitably explored by all parties.</p> <p>Prepare and present timely reports on project or programme progress, risks and issues to Senior Managers, relevant Programme Boards and identified contacts as appropriate. Manage risks and issues to ensure delivery continues to support Council priorities and to the satisfaction of partners and stakeholders and that full evaluation is carried out to identify shared learning.</p>
9.	<p>Strategic Development and Contribution</p> <p>Lead and develop an intelligence based approach to identifying priority locations, key community cohorts or service users as aligned to the Council outcomes in order to prioritise and increase the impact of focused cultural work.</p> <p>Work with other community-facing services to share information and intelligence, remove duplication of effort and increase impact through joined-up approach to delivery.</p> <p>Support colleagues in advising and influencing new community developments with regards to appropriate cultural provision.</p> <p>Work inclusively with a range of service experts from across the council to co-develop creative opportunities which will build resilience and meet council outcomes, including those which will support improved environmental awareness and community health and wellbeing. Reach a shared understanding of monitoring and measurement expectations which will appropriately inform future projects. Help identify future funding opportunities.</p> <p>Represent the Council and Library & Cultural Services as required in relevant partnership, internal and external meetings as appropriate.</p>
10.	<p>Financial</p> <p>Monitor and oversee controlled expenditure within allocated budgets and externally funded projects. Encourage continuous identification of budget savings and income generation opportunities for own and other services areas.</p>
10.	<p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>
11.	<p>Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.</p>
12.	<p>Safeguarding commitment <i>(Include for roles involving work with children/vulnerable adults)</i></p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Key skill level 6 (degree level qualification)	Any relevant subject	Essential
Business administration / management qualification		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Public sector context	<p>A confident knowledge and understanding of the organisational structure of the public sector, of the financial pressures for public sector organisations and the implications for services and communities.</p> <p>An in-depth knowledge of local authority services, processes and procedures, political structure and operating model.</p>	<p>Essential</p> <p>Desirable</p>
External funding	A good working knowledge of key funding bodies, particularly in the cultural sector, and of private and charitable funding opportunities.	Essential
Project Management	A good understanding of the theory and techniques of good project management and how it is applied by the Council and by external funding bodies.	Essential
Skills		
Communication and influencing	<p>Excellent written and oral communication skills with an ability to adapt communication style to maximum effect.</p> <p>Proven ability to represent the Service with local elected members, senior officers, partners and key stakeholders.</p> <p>Strong ability to influence others across private, public and not for profit sectors.</p> <p>Strong ability to present, persuade and negotiate at different levels and across different agencies, services and groups.</p>	Essential

Partnership working	Strong ability to quickly and confidently build and maintain effective relationships with a wide range of internal and external contacts and funding partners.	Essential
Organisational	Ability to plan and organise to ensure programme and project deadlines and agreed targets are met. Respond to changing priorities and minimise delays in delivery.	Essential
Budget management	Monitor and oversee controlled expenditure within allocated budgets, including those for Museums Partnership support and externally funded projects. Encourage continuous identification of budget savings and income generation opportunities for own and other service areas.	Essential
Experience		
Funding applications	Demonstrable experience of identifying, writing and developing successful funding applications.	Essential
Project Management	Experience in managing a number of interlinked projects or work streams with a wide range of stakeholders.	Essential
Budget Management	Experience of successful financial management, including service budgets and funded projects where resource and delivery meet agreed expenditure.	Essential
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	Standard
	None	

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid X	Field	Remote	Mobile
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