



Salford City Council

PRIVATE & CONFIDENTIAL

Dear Sir/Madam,

APPOINTMENT OF HEAD OF PARTNERSHIPS

Thank you for your interest in the above post. Please find enclosed the job description and personal specification for Head of Partnerships.

To apply for this position, please complete the application form. Under the Additional Information section please describe how you will apply your knowledge, experience, skills and qualities to fulfil the main duties and responsibilities of the post within a high profile visual and performing arts facility.

The application deadline for this position is Monday 21 January 2019 at 10:00am. Please email your completed application to recruitment@thelowry.com or post it to Human Resources, The Lowry, Pier 8, Salford Quays, M50 3AZ.

Interviews will take place on Friday 8 February 2019.

Please be advised that The Lowry holds application forms and interview notes for unsuccessful candidates for 6 months, which will be stored in a secure manner. After the 6 month period, all data will be securely destroyed. If you require any further information please refer to The Lowry's Privacy Policy which can be found on The Lowry's website.

Thank you again for your interest in The Lowry.

Yours faithfully,

Rachael Kovachich
Head of Human Resources

JOB DESCRIPTION

Job title:	Head of Salford Culture and Place Partnership (The Lowry) in partnership with Salford Culture and Place Partnership (SCPP)
Accountable to:	The Chief Executive of The Lowry and the Chair of the SCPP
Employing body:	(The Lowry)
Supervisory responsibility for:	operational support posts or short-term freelance contracts and volunteers, as required by SCPP
Location:	Salford
Period of appointment:	18 months with the possibility of extension subject to funding.

Purpose of post: This is a unique and exciting opportunity to significantly influence and lead the development of Salford as a city with culture at the core. The Head of Culture and Place post will manage the goals and objectives set out by the SCPP in harnessing the shared sense of vision, enthusiasm and commitment demonstrated within the Culture and Place Strategy. We are looking for an experienced and dynamic individual to develop and coordinate strategic opportunities in order for the cultural sector to play its full part in the city's long-term ambition of becoming a true cultural destination of regional, national and international renown. This appointment is supported by Salford City Council and a key task for the post holder will be to secure longer term investment to enable the sustainability of the sector and this role. Based at The Lowry this will be a Lowry appointment funded by the SCPP.

Main responsibilities of the post:

Leadership and Organisational Development

- contribute to leadership and direction for the SCPP as the overarching organization representing and leading the sector in Salford, including guiding policy, representing the sector, recommending priorities and overseeing major initiatives
- develop and implement a plan to strengthen SCPP's governance and communications
- report regularly to SCPP Operations Board, providing advice and timely and accurate information regarding progress towards the delivery of Salford's Culture and Place Strategy
- prepare annual delivery plans and cost schedules, ensuring that internal and external financial, management and reporting procedures are robustly adhered to
- plan and make recommendations for SCPP's continuing organisational development, learning from and utilizing best practice from comparative cities

provide administrative
support to SCPP

Co-ordination and

Communication

- review, champion, drive and secure the successful delivery of the Culture and Place Strategy for Salford, in collaboration with the SCPP Operations Board and wider membership
- engage with partners and co-ordinate activity to ensure delivery of the Culture and Place strategy
- provide a point of contact and act as advocate for artists and cultural organisations in Salford
- encourage and support the engagement of the broad cultural sector, mobilizing their involvement around key initiatives.
- design and implement a communication plan for the SCPP.
- work with all partners involved in promoting the city to ensure that the city's strong cultural offer is at the heart of marketing activities
- ensure coherent communication and co-ordination across the city
- support the co-ordination of a strategic sector response to key cross-region or national events and initiatives
- develop and maintain effective relationships with key strategic local, regional and national bodies
- advocate for culture in Salford and Salford as a cultural city at a local, regional, national and international level

Funding and Investment

- champion inward investment in support of Salford's culture, encouraging the growth of the creative economy and opportunities for practitioners of every age to stay and flourish in the city
- identify funding opportunities and work with the SCPP Operations Board, wider membership and other partners to pursue these
- identify and secure funding to enable the continuation of the Head of Culture and Place post

PERSON SPECIFICATION

Experience

- management experience including the development of strategy and the successful transformation of that strategy into reality
- five years or more management level work in at least one domain of the cultural sector (the arts; film, TV and digital media; museums libraries and archives; natural, built and historic environment; play; sport and physical activity; tourism and the visitor economy)
- experience of leading of partnership initiatives and a track record of success in brokering and delivering diverse and complex projects and partnership initiatives, experience of cultural agenda planning or delivery with partners
- experience of working to a Board
- experience of public and private sector fundraising
- experience of designing and implementing communication strategies, and of working with a wide range of PR, media, tourism or destination marketing organisations

Skills, knowledge and abilities

- ability to provide visionary, creative and adaptive leadership
- ability to inspire trust and confidence amongst diverse stakeholders and communities of interest, in particular the creative and cultural communities
- an enthusiasm for working through other people and achieving success indirectly
- ability to fundraise from a variety of public and private sources
- self-motivated and ability to work alone
- excellent inter-personal and team working skills and proven ability to form partnerships and motivate and enthuse others
- excellent verbal and written communication and presentation skills and the ability to communicate complex ideas and issues to a variety of audiences
- ability to manage budgets and to adhere to the highest standards of public accountability.
- knowledge and understanding of contemporary cultural policy issues and the inter-relationship between culture and health and wellbeing, economic development, place-making, sustainability, education and lifelong learning, diversity, community engagement and the visitor economy
- knowledge and understanding of the issues facing Salford specifically and the North West region in general
- knowledge and understanding of the strategic issues faced by the public, private and voluntary and community sectors in a city context and an awareness of the arts and culture as a tool for transformation
- excellent IT skills, including the use of word processing, PowerPoint, spreadsheets and graphics software
- an understanding of digital communications

Qualifications

- Educated at least to first degree level