



Role Description

Post: Creative Programme & Artist Development Officer

Post Number: PLD4

Department: Place Services

Grade: [OBJ] SCP 19 - 22

Responsible to: Senior Arts in Libraries Officer

Fixed Term Post until 31 March 2027. Post may be extended beyond this date subject to external funding. [OBJ]

Purpose

This post will operate as part of the arts team within the Library Service which supports the delivery of the National Portfolio Organisation Arts in Libraries funded programme of work. The post holder will plan, manage, develop, and promote arts initiatives to be delivered in St Helens Libraries through the Arts in Libraries programme.

The post holder will be a key member of the Arts in Libraries Project Team.

Responsibilities & Outcomes

1. Manage the Visiting/touring strand of work within the Arts in Libraries Team which encompasses areas such as creative leadership, producing, negotiation and contract writing, budgetary responsibilities, overall management of the activity area, risk assessment/health and safety planning and associated tasks. This includes the commissioning of selected larger events (e.g., annual Storyfest).
2. Manage the Visiting/Touring strand of programmed work as per the annual delivery plan, by incorporating input from others, such as
 - a. Working with the Creative Lives Officer to have an element of programming from the Community Activators Group,
 - b. Giving support to the Library Staff to research and consider specific arts events and activity for libraries incorporating input from the Arts in Libraries Project team.

The programming of the Visiting/Touring strand of work should include a breadth of work, outlined each year in the annual delivery plan e.g., including work for family audiences, BAME, children and young people, LGBTQ+, 'Broad Appeal' and Disability Arts audiences, and ensuring that artistic excellence, talent development and the Creative Case for Diversity are considered in all decisions. The Visiting/Touring work includes a breadth of work across art forms encompassing both visual and performing arts.

3. Devise, lead, manage and commission individual arts engagement projects, ensuring work is delivered to a high standard (e.g., Family Art Club).
4. Manage the delivery of Artist Commissions including writing commission briefs, organising the selection panel, producing artist contract and supporting the commissioned artists during the development of their work, including the final showcase of their work. This might include producing a visual art exhibition, a performance or other event as required.



5. Lead on the development of projects to upskill the local arts ecology (professional, emerging and students) and to build their capacity to develop and deliver arts engagement programmes within Libraries. This includes mentoring artists regarding the development of their work, providing formal training sessions where appropriate. Additionally collaborate with the Creative Lives Officer as appropriate in the development of the voluntary arts sector.
6. Peer mentor Library staff regarding programming arts events or supporting artists as required.
7. Support volunteers as and when required at events or to undertake other work to support the Arts in Libraries programme.
8. Work with the Access and Audience Development (AAD) Officer to help prepare materials for the marketing and communication elements of the role. This includes (but is not limited to) preparing copy for promotion on social media and on the Arts In Libraries website, helping to create copy to enable press releases and promotional copy to be produced, helping create copy for the monthly e-zine and other printed resources and communicating with specific groups and partner organisations both verbally and by email to help promote project work.
9. Work with the AAD officer in the booking and managing of specific access requirements for your strands of work and support the AAD Officer to help on the delivery of the wider Audience Development and Access Plans.
10. Manage the budget within amounts allocated to specific strands of work as per examples below:
 - a. Visiting/Touring Programme (core annual budget in the region of £17,500);
 - b. Artist/Creative Development (in the region of £10,000);
 - c. Contracting arrangements for third party delivery agencies such as Writers for Wellbeing, Family Art Club, Storyfest and Artists Together (in the region of £16,000 - £22,000 per annum).

As these budget lines change depending on grant availability, additional match-funding and annual priorities, manage financial resources effectively year on year, including petty cash, under the direction of the Libraries Management Team, and in line with Council policies and financial regulations.

11. Contribute to the evaluation of the Arts in Libraries programme through completion of relevant documentation and help the team to collect audience feedback through formal and informal means. Participate in evaluation meetings to review events and activities; providing written documents if required.
12. Support the Senior Arts in Libraries Officer in the preparation of relevant board documentation and reports, including the presentation of reporting on the Arts in Libraries programme at Advisory Board meetings and/or other meetings.
13. Support the Senior Arts in Libraries Officer and the rest of the team to help champion and develop ambitious, high quality arts engagement opportunities to enrich people's lives. Foster an expectation of excellence, innovation and diversity in the development and delivery of arts engagement programmes and create a sustainable model of delivery through strong relationships and joint working.
14. Act as an advocate both internally within the Council, and externally to a wide range of partners to demonstrate how participating in the arts benefits individuals and communities and can play a part in addressing other agendas e.g., promoting positive mental health.
15. To liaise with, and in some instances lead on, developing partnerships with local, regional, and national arts organisations in relation to existing, new or potential collaborative projects.
16. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines, ensuring risk assessments are completed for all events that you are leading on.



17. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
18. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.
19. This post is not subject to Disclosure. This post is Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

Relationships

Within the organisation:

- Library, Archive and Arts teams
- Colleagues from other directorates within the Council as appropriate

At a borough level

- Partners from across the Borough as appropriate
- Local, regional, and national arts organisations

Generic responsibilities

These are standard responsibilities to be included in all job descriptions to ensure consistency across the Council.

- To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification, and with full compliance with health, safety, professional standards, statutory and other relevant legislation.
- To represent the Council at corporate meetings and forums as directed by the Head of Service.
- To work collaboratively with Council colleagues as and when required.
- Lead by example and behave in accordance with St Helens accountabilities framework and the Council's Code of Conduct a fundamental aspect of which is the "Seven Principles of Public Life".
- To comply with the Council's Policy Framework.
- To ensure employee compliance with the Council's Policy Framework.
- To undertake training and development as required.

This post is/is not subject to Disclosure.

This post is/is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared:



Version 1 07/07/2025
Version 2 11/08/2025
Version 3 03/10/2025
Version 4 23/10/2025
Version 5 05/03/2026