

THE POST

Service: Innovation, Impact and Business (IIB) <http://www.exeter.ac.uk/iib/>
Post: Exeter Cultural Partnership Director
Reference No: P59829
Grade: F
Reporting To: Senior Impact and Partnerships Development Manager (Culture), IIB
Responsible for: IIB Culture Officer (1 day per week)

Based within Innovation Centre – Phase II, Streatham Campus, Exeter and also physically based at times off campus

This is a part time post for a period of up to 28 months (3 days per week) starting in March 2018 to complete the contract by June 2020

Salary £34,520 - £42,418 pa pro rata for 3 days pw (0.6 FTE) until June 2020

Job Description

Main purpose of the job:

The *Exeter Cultural Partnership (ECP) Director* will lead and direct the on-going development and implementation of the work of Exeter Cultural Partnership, by developing, managing and evaluating strategic and sector-specific programmes, initiatives, partnerships and research that contribute to Exeter's cultural development. This work is in partnership with Exeter City Council and is co-funded by the stakeholders Exeter City Council, Exeter Business Improvement District, Exeter College and the University of Exeter. It is funded in part by Arts Council England.

The strategic objectives of ECP are to promote the city's arts and culture offer, grow the cluster of creative businesses and strengthen the position of the cultural sector, and to build the quality of cultural opportunities for residents and visitors.

The post is hosted in the Innovation, Impact and Business (IIB) Directorate in the University of Exeter and will work closely with a new ECP Chair and Steering Group. Ranked among the top 100 universities in the world, the University of Exeter is investing in this new directorate to drive forward its relationships with organisations, grow its potential for impact and drive regional innovation. IIB aims to bring a new focus to partnerships and collaborative working with external, non-university partners and to drive place-based innovation. This programme will link with the University of Exeter's portfolio of Cultural Impact & Innovation work and Arts and Culture Strategy as well as supporting the delivery of the city's new Cultural Strategy.

A new governance structure is under development to be in place in early 2018 and this post will liaise closely with the Chair and governance team of ECP.

Over the period of the contract the post will support and deliver:

1. The first distinctive place-based Arts & Cultural Strategy for the city, including focus on Arts & Cultural Impact, Creative Economy, Capital Assets, and Places & Communities. This builds on the city's Cultural Action Plan devised by ECP.
2. Building on the Cultural Strategy recommendations and led by Exeter's cultural sector, 3-5 international cultural collaborations will be delivered, focusing on audiences and talent development.
3. Events that explore ideas and best practice in culture-led cities and ensure the widest possible engagement in Exeter.
4. Support increased investment that will integrate culture with the delivery of the city's economic, health and wellbeing, environmental and talent development ambitions. This will include co-ordinating and supporting multi partner bids when appropriate.

Background Information

This is a defining moment for culture and creativity in Exeter. ECP and a range of stakeholders are reviewing their approaches and focusing on the next 5 years. Organisations based in the city have achieved national and international recognition for their work and from 2018 there will be 8 Arts Council England NPOs based in the city. The University of Exeter is engaged in developing programmes related to culture; and the City Council and partners are consulting on potential areas of infrastructure development. Independent metrics rank the greater Exeter area highly for its cultural offer and quality of life.

Established in 2000 ECP is currently a non-constituted group of Exeter based partners representing the arts, creative industries, education, environment, food, health, heritage, libraries, museums, retail, sport and tourism. Building on the achievements of the partnership, the next phase of delivery will refine the remit of the group, in part through the new governance structure.

During 2014/15, the Partnership secured Arts Council funding to resource and develop Exeter's Cultural Action Plan (2014-2017) focusing on:

- Developing a vibrant cultural economy - Exeter as a cultural destination
- Developing cultural opportunities and experiences
- Enabling wide and diverse engagement with the cultural sector
- Building a stronger, more confident cultural sector

2018 – 2020 will deliver the next phase of development for culture in the city.

Main duties and accountabilities

Post holders may undertake all of the duties listed below or a sub-set depending on their role as agreed with the new governance structure, supported by the IIB line manager. A number of the deliverables are included in the successful Grants for the Arts bid that ECP made to Arts Council England as well as being required by the stakeholders.

Drive Impact

- Design the structure to capture and support that evidence base that will underpin existing and future ECP activity, reflecting the requirements of the University, Exeter City Council and funders.
- To effectively represent and advocate the Partnership and communicate its position on a range of policy areas and priorities at meetings and events so that the city and region's voice is heard and its profile raised, locally, nationally and internationally.
- Support significant events and activities that meet the strategic objectives of ECP that will include commissioning a new Cultural Strategy for the city.
- Facilitate the co-creation of research with the cultural sector in the city, thereby enhancing the breadth of the social, economic and cultural impact of the University's research.

Connect Partners

- To establish, maintain and strengthen relationships with a wide range of stakeholders and groups that the Partnership is working with, including a range of large and small organisations with different requirements.
- Encourage and support the engagement of the broad cultural sector, mobilizing their involvement around key initiatives that are highlighted in the new Cultural Strategy for the city. This will include Visit Exeter amongst others.
- Explore international links to comparator locations that may lead to opportunities for the Cultural sector in Exeter and the stakeholders and deliver an international city focused research and development programme that will help to inform the new Cultural Strategy for the city.
- Manage internal (UoE, ECC, BID, Exeter College) stakeholders and collaborate with different institutional teams to execute Partnership plans and ensure the Partnership delivers mutual benefits which contribute to internal and external stakeholder policies and priorities.

Create Opportunities

- To achieve a sustainable future for the cultural sector in the city through proactively identifying, lobbying for and securing income from a range of sources including sponsorship, large scale multi partner bids and philanthropic giving.
- To support the cultural sector in horizon scanning for suitable income and funding opportunities and communicate these opportunities appropriately.
- To co-ordinate and lead on the building of large scale multi partner funding bids where suitable calls are identified.
- Working with the Arts and Culture team at the University and the City Council Arts and Events post as well as other organisations in the city, to explore the business case for a large scale regional cultural event.

Policy, Planning and Reporting

- Facilitating, co-ordinating and managing the work of the Partnership, including 1) setting out and delivering against key objectives; 2) securing the resources to make these initiatives and programmes happen; 3) organising the meetings of the Steering Group and completing all paperwork for these meetings including quarterly reports, with the support of the ECP Officer.
- Working within the new Governance structure for ECP and to explore a long term organisational structure to be in place at the end of the contract.
- Take responsibility for the day-to-day relationship management with ECP partners, and recommend improvements to these relationships.
- Manage the Partnership's budget (£175,000) through liaison with IIB Finance personnel and the senior Governance entity.
- To produce well-researched, evidential and credible briefings, consultation responses, reports, publications and verbal presentations.
- Providing regular and adhoc reports to the ECP steering group.
- To be responsible for commissioning and procuring services where requested by the stakeholders in line with University policies.

Other Duties

- Set own objectives and manage work load around these accordingly to meet deadlines.
- To work additional hours when required in order to meet deadlines.
- There will be a requirement for regular UK travel and some international travel.
- Line Management – there may be line management of an Officer during the contract.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification:

Competency	Essential	Desirable
Qualifications/ Training	Educated to degree level or equivalent Evidence of continuing professional development including management development.	Relevant professional or postgraduate qualification.
Prior Experience	At least five years' experience of working with and/or in the cultural sector at management level. A specialism and track record as a place-maker, effecting change in urban environments. Experience in leading on and securing a range of funding, sponsorship and other forms of income generation for strategic and complex cultural projects over the past five years. A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders in the public, private and voluntary sectors. Experience of operating a sectoral partnership and network.	Previous roles that include economic and community development and knowledge exchange with the University sector.

	<p>Experience of managing promotion and marketing activity with a communications campaign overview.</p> <p>A demonstrable track record of delivering outcomes that require collaborative approaches across different organisations.</p>	
Skills and Understanding	<p>Understanding of the key issues affecting the cultural sector in the South West.</p> <p>Understanding of national and international cultural landscape, key organisations and networks and emerging opportunities.</p> <p>Ability to prepare, communicate and represent stakeholder positions.</p> <p>Ability to apply judgement and assume decision-making responsibility.</p> <p>Very high standard of advocacy, communication, presentational and interpersonal skills.</p> <p>Skills in planning, managing and monitoring a diverse range of projects at any one time.</p> <p>Skills in analysing, interpreting and assimilating complex issues.</p>	<p>Experience of operating within a performance management framework in large organisations.</p> <p>Relevant and senior contacts in central and local government, cultural sector, policy organisations, research institutes and external organisations.</p> <p>Understanding of the broad economic and social context of the South West and opportunities and challenges for growth.</p>
Behavioural Characteristics	<p>Meticulous attention to detail, highly organized, capable of administering a diverse client and project portfolio effectively.</p> <p>Very high level of negotiation and influencing skills.</p> <p>Excellent computer literacy; for example use of excel, PowerPoint, word, contact management systems.</p> <p>Diplomacy and tact in supporting diverse partnerships with a range of priorities.</p>	
Other	<p>Ability to work flexible hours.</p> <p>Ability to travel.</p>	Willingness to travel

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.