

Leisure and Culture

Leisure and Culture Development Officer Job Description and Person Specification

<insert review date (month / year)>

Job Description

Job Title:	Leisure and Culture Development Officer
Department:	Place, Communities and Enterprise
Function:	
Team:	Leisure and Culture
Post number:	
Grade:	LBR 6
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36hrs Monday-Friday however evening and weekend work will be required on occasions.
Base location:	Lynton House, 255-259 High Road, Ilford Essex IG1 1NN
Reports to: <i>Job title</i>	Community and Partnerships Manager
Responsible for: <i>Job titles of direct reports</i>	N/A
Role purpose and role dimensions: <i>Overview of the job</i>	The Leisure and Culture Development Officer plays a key role in the development inclusive leisure, cultural and community programmes. The role aims to enhance wellbeing, increase participation and foster strong, connected communities. The role will work collaboratively with internal departments, community organisations, schools, arts groups, sports providers and external partners to expand the inclusive opportunities that meet local needs and support priority areas. The postholder will support the Community and Partnership Manager in enabling collaborative delivery models, supporting place-based working and ensuring partnerships contribute to Council priorities such as health, inclusion, participation and economic growth.
Key external contacts: <i>Organisations</i>	Vision Redbridge Culture and Leisure Sport and Community Organisations
Key internal contacts: <i>Job titles or groups of staff</i>	Finance Team Facilities Management Team Estates Team Insurance Team Education Team Public Health Commissioning Team

Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	Application of grant funding
Key areas for decision making:	Partnership development
Other considerations: <i>E.g. working patterns</i>	Occasional evening and weekend work

Key accountabilities and result areas:	Key elements:
Community Engagement	• Build and maintain positive relationships with community groups, local partners and stakeholders. • Promote opportunities for participation in leisure and cultural activities. • Consult with residents and community representatives to help shape services and projects. • Support community-led initiatives • Map activities across partners and groups that promote Leisure and Culture objectives • Co-ordinate and organise events to promote leisure and culture activity for the Council
Partnership Working	• Work collaboratively with schools, health organisations, charities, arts organisations and sports clubs. • Contribute to partnership meetings and multi-agency projects. • Assist in securing external funding opportunities and preparing funding applications. • Strengthen engagement with voluntary, community and grassroots organisations. • Work across Council services including public health, regeneration, education, communities and property. • Coordinate cross-partner programmes and initiatives. • Monitor outcomes and impact of partnership activity.
Funding	• Identify and pursue external funding opportunities, grants and sponsorship. • Support funding bids in collaboration with partners. • Support development of investment proposals and business cases. • Build relationships with funders, regional bodies and cultural agencies. • Contribute to income generation through partnership activity.

General accountabilities and responsibilities	
Green Statement	This will involve: • Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	This will involve: • Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. • Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. • Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	This will involve: • Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	This will involve: • Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a Disclosure and Barring Service (DBS) check and references will be taken up prior to interview.
Equalities	This will involve: • Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.

Customer Care	This will involve: Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	This will involve: Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	This will involve: - Taking responsibility for continuing self-development and participating in training and development activities. - Participating in the ongoing development, implementation and monitoring of the service plans. - Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	This will involve: The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Leisure and Culture Development Officer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	- Educated to A-Level standard or equivalent relevant qualification. - Knowledge of leisure, culture, sport, arts or community development. - Understanding of equality, diversity and inclusion and its application in service delivery. - Awareness of safeguarding and health and safety responsibilities.	A	2

Minimum experience/ knowledge/ skills:	• Experience delivering or supporting community, cultural, leisure or sports programmes. • Experience working collaboratively with a range of stakeholders and community partners. • Experience of organising events, projects or engagement activities. • Experience of monitoring performance and producing reports. • Excellent communication and interpersonal skills. • Strong partnership-building and stakeholder engagement skills. • Well-developed organisational and time management abilities. • Ability to manage competing priorities and work both independently and as part of a team. • Competent IT skills, including Microsoft Office. • Problem-solving skills with a flexible and proactive approach.	A I T	3
Minimum competencies: Customer focus	Able to: • Place residents and communities at the heart of service design and delivery • Engage with diverse groups to understand barriers to participation in leisure, culture, and parks services • Support the development of inclusive programmes that increase access and participation • Respond to feedback and uses insight to improve activities and services • Promote services in ways that are accessible and relevant to local communities	A I	3
Communicating and influencing	Able to: • Communicate clearly with residents, community groups, partners, and internal teams • Promote programmes, initiatives, and opportunities effectively through a range of channels • Influence partners and stakeholders to support participation and community outcomes • Produce reports, updates, and funding applications where required • Adapt communication style to engage different audiences, including hard-to-reach groups	A I T	3

Building relationships, working together and in partnership	Able to: • Build strong relationships with community organisations, schools, cultural providers, and local groups • Work collaboratively across council services (e.g. health, youth, community development) • Support partnership projects that increase participation and deliver shared outcomes • Maintain positive and professional relationships with stakeholders • Identify opportunities to expand networks and community engagement	A I	3
Respecting & implementing diversity	Able to: • Promote equality, diversity, and inclusion in all programmes and activities • Actively engages underrepresented groups and reduces barriers to participation • Ensure activities are accessible, inclusive, and culturally appropriate • Demonstrate awareness of local demographics and community needs • Support initiatives that improve health, wellbeing, and social inclusion	A I	3
Planning, organising & achieving results	Able to: • Plan and deliver programmes, events, and initiatives on time and within budget • Manage multiple projects and priorities effectively • Monitor participation levels, outcomes, and impact of programmes • Support funding bids, project planning, and reporting requirements • Use data and insight to evaluate success and inform future delivery	A I	3
Embracing change	Able to: • Support new initiatives, programmes, and ways of working • Adapt to changing community needs, funding environments, and council priorities • Demonstrate creativity and innovation in developing activities and engagement approaches • Learn from feedback and experience to improve delivery • Contribute ideas for service improvement and growth	A I	3
For those with managerial responsibility Leadership	N/A		

Managing and developing people	N/A		
Special conditions:	Driving is desirable Lone working		
Signature of Employee:	Name:	Date:	