**Job Description**

**Culture and Heritage Manager**

**Level: 12**

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| **Responsible To:** | **Responsible For:** |
| Head of Communications and Visitor Economy | Education and Engagement Officer  Museums Curator  Visitor Services Officer |

**About the job:**

To manage the council’s culture, museum and heritage services across the boroughs and within our historic assets including Astley Hall, South Ribble Museum and Worden Hall, taking responsibility for the management and conservation of the councils’ historic assets.

**Role:**

* To develop and manage a cultural strategy for each council.
* To oversee a comprehensive programme of stakeholder and public consultation and engagement work to inform development and delivery of the cultural and heritage offer and services in Chorley and South Ribble.
* To create a vibrant, exciting, accessible and highly visible cultural programme, ensuring that activities will have a positive impact on visitors, communities and the local economy.
* To take responsibility for the management of all aspects of cultural activity and museum service delivery - including staff, budgets, and strategic business planning, making decisions based upon professional experience and knowledge and creating a forward plan for key cultural venues.
* To work with the Museum Curator and Visitor Services Officer to develop and implement initiatives to enhance the offer and visitor experience at the councils’ accredited museums, using data and customer feedback to inform future plans.
* To develop strong, productive networks, relationships and partnerships with stakeholders, volunteers, other museums, cultural and educational providers and agencies to share good practice and learning, develop joint working and collaborative opportunities to raise the profile of heritage in our boroughs.
* To work with funding partners, develop external funding opportunities and manage external funds awarded.
* To provide specialist knowledge and oversight of the curatorship of the Astley complex and South Ribble Museum to maintain appropriate accreditation and attract public funding.
* To work alongside the councils’ Property Services Team and specialist conservation consultants on large scale conservation projects.
* To develop, motivate and inspire a team of staff with a range of professional skills.
* To be the council’s main point of contact for heritage and cultural related matters.
* To work closely with marketing and communications staff to develop and deliver a comprehensive, ambitious marketing strategy, including branding, and a programme of campaigns designed to increase and develop audiences.
* To work closely with the council’s events and communities teams to ensure culture and heritage are represented within the council’s events programme.
* To manage and chair the councils’ cultural and creative networks.
* To network and liaise with local community groups and to engage in work contributing to community cohesion.
* To oversee the council’s cultural engagement and education offer.
* To work across a number of locations including Chorley Town Hall, Astley Hall, South Ribble Civic Centre, Worden Hall, South Ribble Museum and across the borough as required.
* To work outside normal working hours as required for example on events.
* To maintain key holder and emergency call out responsibility.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the council at all times.

**What the successful candidate will have:**

**Qualifications**

* Relevant degree
* Post graduate museums qualification or equivalent experience

**Experience**

* Experience of managing a team
* Experience of working within a local authority culture/heritage/museum function
* Experience of working with partner groups and key stakeholders
* Experience of developing a cultural offer for an organisation
* Experience of managing large scale projects and budgets

**Knowledge**

* Knowledge of museum accreditation and running a culture and heritage service
* Knowledge of equality issues
* Knowledge of funding sources and the application process
* Knowledge of conservation projects

**Skills & Abilities**

* Excellent communication skills
* Project management
* Ability to work flexibly across a number of locations
* Ability to manage workload and prioritise work to meet deadlines
* Weekend working and working outside of normal office hours as required

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.