

Creative Scotland

Job Description



Job Details			
Job Title:	Place, Partnerships & Communities Officer		
Directorate:	Arts, Communities & Inclusion	Reports to:	Head of Place, Partnerships & Communities
Grade:	C		

Job Purpose

This role sits within the Place, Partnerships and Communities (PPC) Team and supports the delivery of the Culture Collective and Place Partnership Programmes and develops our relationship with local authorities (LA), cultural trusts and other local networks. Tasks would include: supporting the updating of research and taking forward the recommendations into LA support for culture, with partners in local government, Scottish Government and the third sector; supporting the development of a partnership framework with local government; developing our knowledge bank on local areas; understanding the existing role of cultural organisations across Scotland within Community Planning Partnerships and Local Place planning in Local Authorities and working to grow and embed this locally and nationally; and embedding the Place Principle within Creative Scotland's work.

Specialist Knowledge, Expertise, and/or Experience (if applicable)

A good understanding of the role of arts and creativity and how this can contribute to the cultural, social and economic development of communities and places. An understanding and experience of working in partnership with local authorities, artists and communities and a knowledge and understanding of the policy contexts in which local authorities work.

Key Duties & Responsibilities

Your job description is intended as a flexible framework which outlines the key areas of activity within your job. Other activities may be required which are not outlined in the list below, but which are appropriate to the job grade.

Development duties & responsibilities:

Support the development and delivery of agreed strategic projects and initiatives that will progress Creative Scotland's ambitions. This includes acting as the lead contact for several ongoing Place Partnerships, supporting the development and delivery of Creative Scotland's approach to place-based working and community-led creative practice, and collaboration with local authorities.

Provide guidance and support to artists, local cultural organisations and community groups. This includes representing Creative Scotland at community events and funding fayres.

Support Creative Scotland's understanding of local contexts so our development and funding activity is fully informed. This includes building relationships across a cluster of local authority areas and developing and maintaining regional briefings.

Collaborate with relevant Specialism Heads / Managers to support the delivery of Creative Scotland's annual and 10-year plans and the agreed strategy.

Maintain a local, national and international overview of your areas of responsibility.

Funding duties & responsibilities:

You will support activities relating to Creative Scotland's funding programmes, including;

- Act as Lead Officer for allocated organisations, maintaining positive and effective relationship management.
- Assess applications for funding against agreed criteria and/or provide specialist/expert support to others' assessments, including;
 - o Providing pre-application guidance
 - o Providing feedback on funding decisions
 - o Providing specialist comments for other teams when required
 - o Contributing to panel decision making
 - o Ensuring monitoring and review processes are implemented during the funding period, working closely with colleagues to ensure the effective monitoring of any agreed funding agreements.
- Work with the National Lottery Community Fund to oversee and develop the Awards for All Scotland partnership.

Operational duties & responsibilities:

Manage or co-ordinate the delivery of agreed project related initiatives / activities which work towards the achievement of Creative Scotland's vision and strategic priorities.

Contribute to the evaluation of agreed projects or assigned programmes and participate in cross-organisational groups when required.

Person Specification	
Qualifications	<ul style="list-style-type: none">• Either a relevant undergraduate degree or equivalent professional experience in terms of the intellectual, reasoning and analytical requirements of the job.
Experience / Knowledge	<ul style="list-style-type: none">• Demonstrable track record of working in the cultural sector• Can demonstrate experience of working within (or in partnership with) a local authority.• Understands the political and administrative structures of local government in Scotland, including the principles and practice of community planning.• Demonstrable ability to work closely / communicate effectively with a range of external partners at various levels.• Experience of advising a range of stakeholders on issues related to place and communities, in particular artists, creative practitioners and cultural organisations.• Experienced in the provision of regular reports and briefing information to senior staff.• An understanding of equalities, diversity and inclusion with experience of embedding this within your specialism.• A track record of delivering agreed objectives within specified timetable
Skills / Attributes	<ul style="list-style-type: none">• Good interpersonal skills including, communication, influencing, negotiating• Effective administration / project and resource management skills

	<ul style="list-style-type: none"> • Plain English (business) report writing skills • Highly organised, with ability to self-plan and prioritise workloads • Effective IT skills, particularly Microsoft Office • Effective decision-making skills • Adaptive resilience
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Our Strategic Framework

This Framework is aligned to our formal remit and legislative duties, setting out our broader aims as well as our priorities for supporting future recovery and renewal of the arts, screen and creative industries across Scotland.

What we want to see:

- People and organisations working in art and creativity are supported to make work of quality and ambition that enriches life in Scotland for everyone.
- More people from all parts of society access, participate in and value a range of artistic and creative activities.
- Art and creativity are recognised by people at home and abroad as a central part of our nation.

We will do this by:

- Ensuring that the funding we distribute from Scottish Government and the National Lottery delivers the widest possible public benefit across Scotland.
- Advocating for the arts and creativity, promoting policy and practice that enhance their growth.
- Using our skills, knowledge, and expertise to enable creative development.

We will prioritise:

- **Equalities, Diversity & Inclusion:** Supporting a diverse range of creative people, communities, and activity, promoting an equality of opportunity to create, participate and engage.
- **Sustainable Development:** Helping tackle the climate emergency and supporting the growth of sustainable creative businesses across Scotland.
- **Fair Work:** Promoting fair pay, conditions, and employment opportunities across the creative sector.
- **International:** Developing innovative and sustainable ways of strengthening international collaboration and promoting artistic and cultural exchange

We will commit to:

- Increasing the diversity of who receives and benefits from our support.
- Ensuring all our support contributes to fair pay, conditions, and employment opportunities.
- Significantly reducing the environmental impact of our work and those we support.
- Responding to local contexts, promoting artistic development and business sustainability across all parts of Scotland.
- Building on our existing support for international collaboration and artistic exchange.

Competencies & Behaviours

At Creative Scotland there is suite of competencies and behaviours which you are required to demonstrate in the performance of your job. Our competencies and behaviours focus on 3 key areas:

- **People & Relationships:** about how we build and manage relationships with people, internal and external, to Creative Scotland.
 - o Collaborative working

- Leadership
- Communication
- **Delivery & Performance:** about performance and how, in order to deliver, everyone should understand the organisation's Vision and Priorities; where and how their role fits and what contribution is required from them.
 - Understanding the Vision
 - Accountability
 - Decision Making
 - Performance
- **Development & Improvement:** building an environment of continuous improvement and learning so that the services we deliver are continually improving through our people and our processes.
 - Building Knowledge & Expertise
 - Continuous Improvement
 - Adaptability & Flexibility