

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DIRECTORATE:

Sustainable Communities, Regeneration and Economic

DIVISION:

Culture and Community Safety

JOB TITLE:

Music Heritage Trail Project Officer

ROLE PROFILE

Job Title:	Music Heritage Trail Project Manager
Directorate:	Sustainable Communities, Regeneration and Economic
Division:	Culture and community safety
Grade:	Grade 8
Hours (per week):	35 hrs
Reports to:	Museum and Collections Manager
Responsible for:	n/a
Role Purpose and Role Dimensions:	Responsible for overseeing development and delivery of the NLHF funded Music Heritage Trail Project which aims to ensure that the rich intangible music heritage of Croydon is preserved and continues to be enjoyed by many generations to come. Managing relationships and input from steering group and other local organisations, undertaking a co-designed and co-led approach, supporting our working partner Apsara Arts deliver their objectives and recruiting and managing artists and consultants are core deliverables.
Commitment to Diversity:	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.
Key External Contacts:	Music Trail Steering Group, Apsara Arts, Croydon Music City, Legacy Youth Zone and other Croydon organisations linked with the five specific music genres highlighted in the trail as well as NLHF
Key Internal Contacts:	Project and collections management team including Head of Culture, Leisure and Libraries, Director of Culture and Community Safety, Museum of Croydon staff, Libraries team, operations teams.

Financial Dimensions:

Manage the budget for the programme, monitoring expenditure and costs against delivered and realised benefits as the project progresses and ensuring the required financial reporting is made to the National Lottery Heritage Fund and both, internal and external stakeholders.

Key Areas for Decision Making:

Responsible for the delivery of the Music Trail project plan, ensuring that project milestones are met

- Ensure the deliverables are to the appropriate level of quality, on time and within budget, in accordance with the project plan
- Manage the risks to the successful outcome
- Report the progress of the project at regular intervals to the Steering Group
- Manage all activities and Evaluation, Interpretation Content Research and Interpretation Design/Artist Consultants
- Help steering group organise and deliver artist/consultants recruitment processes
- Support Apsara Arts Delivery of Music Trail Exhibition
- Be part of the team that represents the public face of the project via presentations, consultation exercises, media coverage and other promotional activities
- Develop key relationships with other community organisations, and partners to optimise the reach and the impact of the project
- Manage work delivered by contractors and relevant specialists to deliver design and cost reviews including production of trail artwork and digital activations work (AR/VR, app and/or website)
- Work with contractors to Develop a Management & Maintenance Plan for the trail artwork and digital work ensuring project longevity.
- Any other reasonable tasks required to ensure the successful delivery of the Music Heritage Trail Project.

Other Considerations:

Ability to work to a tight schedule and manage own time according to project needs.

Is a satisfactory disclosure and barring check required?
[\(click here for guidance on DBS\)](#)

No

What level of check is required?

Is the post politically restricted
([Click here for guidance on political restriction](#))

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
([Click here for guidance on ROA](#))

No

Key Accountabilities and Result Areas:

enter the overall competence or result area;
e.g. maintaining, monitoring and reviewing a budget for the division

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Key Elements:

This will involve:

Delivery of project on time and to budget.
Monitoring and reviewing the budget according to change in needs.
Managing recruitment and contracts
Maintaining quality in a high-pressure environment

This will involve:

- Project Management of a co-designed and co-led community project.
- Define methodology, resource requirements, budget and programme for each phase of the project.
- Establish and maintain project controls to monitor progress, budget, risks and progress.
- Management of artist and consultants.
- Manage relationships with internal and external stakeholders.

- Other duties as assigned.

enter the overall competence or result area;
e.g. maintaining, monitoring and reviewing a
budget for the division

This will involve:

- Project management
- Resource Planning
- Management and monitoring budgets
- Management of high-value procurement and contracts.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with directorate procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Being responsible for 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 and report defects and hazards to management.
- Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Person Specification

Job Title:	Music Heritage Trail Project Manager
Essential knowledge:	Experience of managing co-designed and co-led community projects with various facets and desired outcomes in the culture and/or heritage sector.
Essential skills and abilities:	<ul style="list-style-type: none">• Proven track record in delivering similar projects• Budget management experience and strong financial acumen• Experience of appointing and managing contractors• Experience of managing staff and volunteers• Experience of working at management level, able to write reports and to respond to requests for management information and data• Significant experience of stakeholder and community partnership working
Essential experience:	<ul style="list-style-type: none">• Experience of appointing and managing contractors• Experience of managing staff and volunteers• Experience of working at management level, able to write reports and to respond to requests for management information and data• Significant experience of stakeholder and community partnership working
Special conditions:	Ability to work outside of core hours and to travel between sites is essential. Ability to drive a vehicle is desirable could be advantageous but not essential.