

BRISTOL CITY COUNCIL

JOB DESCRIPTION

Department: Economy

Service: Culture

JOB TITLE: Engagement Officer, Young People

GRADE: BG10

MANAGED BY: Senior Officer, Participation

RESPONSIBLE FOR: Project staff and contractors

The post holder will be eligible to join the Local Government Pension Scheme.

Purpose of the Job

To work closely with colleagues and partners across the city to create an excellent and inclusive audience-focussed service and to deliver an outstanding cultural offer in Bristol working with by working with communities to enable the culture service to be accessed and enjoyed by the widest range of audiences.

Key Job Outcomes

1. To contribute to the Engagement Team in developing an outstanding service in which staff work together to achieve agreed outcomes and in particular, delivering widening participation and sustainable engagement for young people.
2. To work with colleagues, and the wider community to develop a high-quality programme of engagement for young people, as directed by the Senior Officer, Participation.
3. To assist with the design, development, implementation and evaluation of the young people's programme, working pro-actively with communities and creative organisations and professionals and ensuring that the principles of 'Our Museum' are embedded in the programme.
4. To manage finances and procedures, as appropriate, to ensure that the service provides good value for money, procurement regulations are met and opportunities for income generation are realised wherever possible.
5. To work with other colleagues to develop strong partnerships with external organisations to deliver a relevant, entrepreneurial and vibrant service.
6. To seize opportunities for engagement though new platforms or digital means and to ensure that new technologies are used effectively.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

Use the appropriate definition for supervisory roles / others

- A. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

Date of Job Description: March 11, 2015