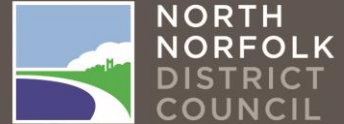


# JOB DESCRIPTION



## **Project Enabler (Culture, Tourism and Environment) (Post 2169)**

**Service Area**  
Sustainable Growth

**Manager/Team Leader**  
TBC

**Direct reports**  
N/A

**Total Managed**  
N/A

### **Purpose of the Role**

- To proactively seek out, identify and develop project concepts and appropriate sources of external funding in support of the Council's priorities and objectives.
- To liaise and to work with external organisations to develop projects, events, proposals and programmes relating to culture, tourism, climate and the environment and help attract funding and resources for project implementation.
- To actively facilitate and promote initiatives and events.
- To work with colleagues across the Council (and partner organisations) on projects and funding bids that help achieve cultural and/or environmental benefits in the District.
- To manage the delivery of appropriate internal projects and events,.
- To engage with communities and relevant stakeholders in the development, delivery and review of projects
- To be the lead officer on tourism related initiatives and to liaise closely with appropriate partner organisations (e.g. Destination Management Organisations) on itineraries, marketing initiatives and matters relating to the local visitor economy.

## Key Result Areas

- 1) Research and provide advice and support with bids for external funding to deliver cultural and environmental programmes, projects and events.
- 2) Lead on, prepare and co-ordinate bids for external funding from the full range of funding bodies for cultural and environmental projects.
- 3) Act as a facilitator in the promotion of cultural and environmental funding programmes being delivered by other organisations and assist organisations in applying for the grant funding, ensuring the benefits are felt across the District.
- 4) Submit funding bids on the Council's behalf and, if successful, set up appropriate processes and systems to enable projects to be successfully delivered, ensuring that all relevant processes are robust and compliant.
- 5) To engage with stakeholders, using appropriate methods, in order develop, support and deliver cultural and environmental initiatives.
- 6) Take the lead role in ensuring appropriate project management arrangements are set up, as well as the monitoring and performance reporting arrangements, in accordance with the requirements of the relevant funding body, in line with the format and deadlines prescribed by the scheme.
- 7) Maintain information about local cultural and environmental events and projects, their results, outcomes and impacts on the District.
- 8) As appropriate, develop and maintain a close working relationship with potential funding bodies and partner organisations.
- 9) Represent the Council at relevant internal and external groups, meetings, partnerships and other fora, as appropriate.
- 10) To promote and adhere to the workplace values of our organisation.
- 11) Take responsibility for your own Health and Safety at work and that of others who may be affected by your actions.
- 12) Any other work required and as directed within the confines of the existing grading and post

# PERSON SPECIFICATION



**NORTH  
NORFOLK  
DISTRICT  
COUNCIL**

<b>Economic Growth Project Enabler (2169)</b>				
		<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Experience/ Knowledge</b>	Experience and knowledge of funding for cultural and environmental projects	✓		<b>App Form*/ Interview</b>
	be able to identify cultural opportunities and actively seek out projects to address them	✓		<b>App Form*/ Interview</b>
	Demonstrate knowledge and experience of the cultural/environmental policy context and its influences	✓		<b>App Form*/ Interview</b>
	Experience of stakeholder engagement to develop and build partnerships with a range of organisations	✓		<b>App Form*/ Interview</b>
	A thorough understanding of current funding streams and experience of developing bid proposals		✓	<b>App Form*/ Interview</b>
	Able to understand, interpret and present complex funding rules, regulations and procedures to multiple partners	✓		<b>App Form*/ Interview</b>
	Experience of managing projects/events and budgets	✓		<b>App Form*/ Interview</b>
	Knowledge of regulatory processes and project governance		✓	<b>App Form*/ Interview</b>
	Experience of events organisation and marketing (including use of social media)		✓	<b>App Form*/ Interview</b>
<b>Qualifications</b>	Qualified to degree level or equivalent in an appropriate subject.	✓		<b>App Form</b>
	PRINCE2 (or equivalent project management methodology)		✓	<b>App Form*/ Interview</b>
<b>Training</b>	The use of IT (Including MS Office, websites and social media)	✓		<b>App Form</b>

		Essential	Desirable	How Identified
<b>Skills</b>	Excellent written and verbal communication skills	✓		App Form*/ Interview
	Community involvement, stakeholder engagement and facilitation skills	✓		App Form*/ Interview
	Ability to secure mutually beneficial outcomes by negotiation, persuasion and dialogue	✓		App Form*/ Interview.
	To be competent at developing, managing and monitoring projects and events	✓		App Form* / Interview
	Able to develop productive working relationships at all levels	✓		App Form*/ Interview
	Tact and diplomacy in dealing with the public and stakeholders and a high degree of political acumen	✓		App Form*/ Interview
	Good analytical, numeracy and IT skills	✓		App Form*
<b>Aptitude and Disposition</b>	Articulate and confident	✓		App Form*/ Interview / Test
	Positive and proactive attitude	✓		Interview / Test
	Able to work with a variety of disciplines	✓		App Form*/ Interview / Test
	Able to work unsupervised and act on own initiative	✓		App Form*/ Interview/ Test
<b>Personal Circumstances</b>	the use of personal transport	✓		Application Form
	Able to work outside normal office hours	✓		Application Form

## Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the Council:

**Fairness** - We respect people and treat everyone fairly

**Ambition** - We welcome new challenges and embrace change

**Integrity** - We are open and honest and listen

**Resourcefulness** - We strive to be efficient with our resources

\*In order to assess this from the application form we require you to provide an example