

The Advertisement

'People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives'.

Marketing and Development Officer: Libraries and Culture Service
Salary: £28,266 to £32,309 per annum fully inclusive

Volunteer and Development Officer: Libraries and Culture Service
Salary: £28,266 to £32,309 per annum fully inclusive

Can you lead and inspire people as part of a team?

An excellent opportunity to join a new service in a new role, working as part of a development team and helping to shape and drive our new Libraries & Culture service. Following a service redesign, 2 new strategic development posts have been created to lead on key areas which contribute overall to the strategic direction of the library and culture services.

We are seeking outstanding candidates who have experience of working in the arts, culture and/or libraries sector and in delivering and evidencing results, with excellent people and partnership skills. You will have experience of your specialism and ability to make a significant impact within the service and the wider community, working flexible hours and managing competing demands.

Marketing and Development Officer:

The role is responsible for leading on marketing and promotion of the service's arts and cultural offer, with particular focus on Venue@ The Curve & Gallery@ The Curve. You will also manage marketing of all other activities across the service and guide & support staff on the most effective promotion of each community library's events. You will be responsible for developing an effective Marketing Strategy and will have demonstrable experience in this field.

You will also work as part of the development team to both assist with and lead on the programming of the community libraries' events and support other initiatives across these libraries

Volunteer and Development Officer:

The role is responsible for leading on volunteer recruitment and management for the Libraries & Culture service, with particular reference to the arts & culture programme. You will have experience of managing and developing volunteers and working within defined volunteer policies and procedures. You will develop an effective volunteer policy that reflects Slough's diverse communities, supports the new service and reflects the local skills agenda.

You will also work as part of the development team to both assist with and lead on programming of the community libraries' events and support other initiatives across these libraries

For an informal discussion about the post please contact Jackie Gray, Libraries & Culture Development Manager on Jackie.gray@slough.gov.uk or 07740 531543

Closing date for applications: 4 October 2018 at 5.00 pm

Apply for this job on-line at www.slough.gov.uk/jobs. Alternatively email recruitment@slough.gov.uk or call our 24 hour message line on 01753 875074 for a pack, outlining the reference number above. Minicom service on 01753 875030

We value diversity.

