

Solihull Cultural Compact - Freelance Cultural Compact Development Manager

Location: Hybrid / Remote with attendance at meetings and events across Solihull as required

Contract Duration: Fixed-term 12-month freelance contract.

Fee: Flat fee £12,000

Reporting To: Lisa Cleaver Cultural Development and Designated Steering Group Representatives

Purpose of the Role

The Cultural Compact Development Manager will provide strategic leadership and coordination to support the development, growth, and sustainability of the Solihull Cultural Compact. Collaborating closely with partners across the cultural, public, education, health, community, and business sectors, the postholder will strengthen partnerships, develop collaborative initiatives, and secure resources that contribute to the Compact's vision and objectives.

The role will function as a key advocate for culture's contribution to place-making, wellbeing, economic development, skills, and community cohesion.

Key Responsibilities

Strategic Development

- Support the delivery and implementation of the Cultural Compact's vision, priorities, and action plan.
- Identify opportunities to strengthen cultural partnerships and collaborative working.
- Develop and monitor strategic objectives, performance measures, and outcomes.
- Ensure the Compact remains aligned with local, regional, and national cultural policy priorities.

Partnership Building

- Act as the principal point of contact for Cultural Compact partners and stakeholders.
- Develop productive relationships across the arts, heritage, libraries, education, health, business, community, and local government sectors.
- Facilitate partnership meetings, steering groups, and working groups.
- Encourage new organisations and sectors to engage with the Compact's activities.

Funding and Resource Development

- Identify and pursue funding opportunities from public, private, and charitable sources.
- Coordinate the development of funding bids and partnership proposals.
- Support partners to develop collaborative projects that attract external investment.
- Explore sustainable funding models for the long-term operation of the Cultural Compact.

Programme and Project Development

- Initiate and coordinate projects that support the Compact's strategic aims.
- Oversee project planning, delivery and evaluation where required.
- Monitor progress against agreed milestones and report outcomes to stakeholders.
- Facilitate knowledge-sharing and collaboration across partner organisations.

Advocacy and Communications

- Champion the role of culture in improving quality of life, economic growth, and community wellbeing.
- Develop communications and stakeholder engagement plans.
- Represent the Cultural Compact at meetings, conferences, and networking events.
- Prepare reports, presentations, and briefing papers for a range of audiences.

Governance and Administration

- Support effective governance arrangements for the Cultural Compact.
- Prepare agendas, papers and reports for steering groups and stakeholders.
- Maintain accurate records of activities, decisions, and outcomes.
- Ensure compliance with relevant policies, funding requirements, and partnership agreements.

Essential Knowledge and Experience

- Demonstrable experience of partnership development and stakeholder engagement.
- Experience of working within the cultural, creative, heritage, community, or public sector.
- Proven track record of developing successful funding applications and partnerships.
- Experience of managing projects involving multiple organisations and stakeholders.
- Excellent understanding of the cultural sector and its contribution to place-based development.
- Experience of strategic planning and programme development.
- Knowledge of Arts Council England and other national and regional programmes and priorities.

Essential Skills

- Exceptional communication and relationship management skills.
- Strong facilitation and partnership-building abilities.
- Excellent written skills, including report writing and funding applications.
- Ability to influence and engage senior stakeholders.

- Strong organisational and project management skills.
- Ability to work independently and manage competing priorities.

Desirable

- Experience of working with Cultural Compacts or place-based cultural partnerships.
- Understanding of local government, economic development, and regeneration agendas.
- Experience of commissioning, evaluation, and impact measurement.
- Existing networks within the cultural and creative sectors.

Expected Time Commitment

Approximately 1 day per week (flexible), with some evening attendance at meetings and events as required.

Success Criteria and Performance Measures

The Development Manager will be expected to demonstrate measurable progress against the ambitions of the Solihull Cultural Strategy and support the Cultural Compact as the key partnership mechanism for delivering its objectives.

Pillar 1: A Bold and Connected Leadership for Culture

- Establish and maintain a fully functioning Cultural Compact with representation from culture, heritage, education, health, community, voluntary sector, business, and local government partners.
- Produce an annual Cultural Compact Delivery Plan aligned to the Cultural Strategy.
- Achieve 80% positive partner satisfaction regarding the value and effectiveness of the Compact.

Pillar 2: For the Benefit of All People and Places of Solihull

Develop and support the compact to develop as a leadership board for culture in Solihull that can support.

- cultural initiatives that engage residents across the borough, including North Solihull, town centres, rural communities, and neighbourhoods.
- Support projects that demonstrate increased participation from communities currently underrepresented in cultural activity.
- Establish relationships with health, wellbeing, and community partners to advance Creative Health and community wellbeing objectives.
- Produce evidence and case studies demonstrating the role of culture in strengthening communities, wellbeing, and civic pride.

Pillar 3: Grow Infrastructure to Allow Culture to Flourish

Work with and support the Compact to

- Develop and secure support for new cultural infrastructure opportunities, such as creative workspaces, rehearsal spaces, exhibition opportunities, or community cultural hubs.
- Secure or contribute towards securing investment for cultural development activity.
- Produce a Cultural Compact Sustainability Plan identifying future investment opportunities, governance arrangements, and resource requirements.

Pillar 4: Valuing and Investing in Creative People

- Develop partnerships with schools, colleges, universities, freelancers, and creative businesses.
- Create opportunities for artists and creative practitioners to influence local cultural decision-making.
- Support the Compact to develop a Creative Talent and Skills Action Plan linked to local economic development priorities.

Application Process

Please email a copy of your CV and a covering letter detailing what your priorities would be in your first three months in post to lisa.cleaver@solihull.gov.uk

Shortlisted applicants will be invited to an informal interview with Compact members in the week commencing 12th October.

Closing date 9am on Wednesday 7th October

Interview week commencing Monday 19th October