# Arts Infopoint UK Officer

## Role Description

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| Salary grade: |  | C |
| Reference number: |  | IPO |
| Team: |  | Arts (Wales Arts International) |
| Reporting to: |  | European Officer |
| Line managing: |  | No line management responsibility |
| Location: |  | Flexible – can work from any Arts Council office |
| Travel: |  | Occasional |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for the arts in Wales. Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit. The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

### Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

### About this role

Wales Arts International (WAI) is the international agency of the Arts Council of Wales. WAI is a gateway between the arts in Wales and the world. A think-do tank for Arts Council of Wales and the arts in Wales, WAI provides professional expertise and leadership to help the Arts Council of Wales research, test and deliver its international objectives.

The objectives and purpose of WAI is to:

* ensure Welsh artists engage internationally
* help develop and enrich artistic practice and ambition
* grow new global opportunities for the arts and culture of Wales
* invest in artistic collaborations that inspire and connect people and communities.

Key engagement objectives include:

* ensuring that Welsh artists engage internationally
* helping to develop and enrich artistic practice and ambition in Wales
* growing new global opportunities for the arts and culture of Wales
* investing in artistic collaborations that inspire and connect people and communities.

WAI is leading the Arts Infopoint UK project as part of the On the Move network of Mobility Infopoints. Arts Infopoint UK is a pilot initiative to support the arts sector with information on practical issues relating to artist mobility. On behalf of the Arts Council of Wales, WAI is leading the initial phase of the project in partnership with Arts Council England, Creative Scotland, Arts Council of Northern Ireland, with support from Tamizdat and Cardiff Law School, and investment from the Welsh Government and Scottish Government.

This dedicated international role is to ensure that we and our sister agencies across the UK are able to support arts organisations to continue to bring international artists into Wales and the UK within the new Global Britain model outside of the EU.

The Infopoint Officer will be the principal point of contact for partners, individuals and organisations. They will organise events, help develop useful resources, update webpages, and signpost to other resources/sources of information including where there is information on outgoing artist mobility from UK to EU/International.

Working closely with Development Officers in all four Arts Councils, they will ensure the delivery of an efficient, streamlined service for individuals and organisations.

The Infopoint Officer will contribute to data gathering and research in the area of artist mobility which is needed to develop and adapt the Infopoint, as well as to be used as a basis for advocacy in UK cultural mobility work.

The Infopoint Officer may also be asked to assess and monitor the International Opportunities Fund and other related Lottery project grants.

As provider of a quality frontline service, the Infopoint Officer will be an advocate for the Arts Council of Wales, its work and the activities it supports, and will help encourage the development of collaborative relationships with artists and arts organisations.

The Infopoint Officer will be expected to use online and social media, broadcast and print products to reach audiences.

### Principal responsibilities

Establish and develop UK Info-point network – with the support of the partners, contribute to developing the UK Info-point partnership to respond to artists/sector need for information, as well as to be used as a basis for advocacy in UK cultural mobility work.

Advice and information – offer knowledge, support and guidance when responding to requests from colleagues, artists and organisations for help or advice, with a particular focus on signposting practical sources of information on incoming artist mobility to the UK from EU/International on issues such as visa, tax, social security.

Research and intelligence – gather data in the area of international artist mobility into the UK, developing and preparing information and briefing materials.

UK Mobility Info-point content and copy – generate regular, high quality information and develop a bank of creative multimedia format content for use in a range of different formats by the various partners and others.

Partner engagement – assist in delivering the growing partnership work with Arts Council England, Creative Scotland, Arts Council of Northern Ireland, UK and Devolved Government departments and agencies, and On the Move.

With the support of partners, establish new relationships and maintain existing stakeholder engagement.

Funding – support the effective use of Arts Council of Wales international funds by advising on and assessing funding applications and participating in grants decision making meetings.

Campaigning and events – organise, plan and administer online and in person events on artists mobility.

Assist in the delivery of projects and events relating to WAI’s international programme.

Administration – organises partnership and stakeholder meetings.

Assists in the preparation of Infopoint project plans and budgets.

Policy – contributes to the development of European and international policy and strategy.

Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)

Additional duties – any reasonable duties consistent with the above.

### Knowledge, experience and attributes

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Qualifications** | * An arts degree and/or relevant professional experience gained within the arts
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| **Knowledge** | * Knowledge of working internationally in the arts
* A passion for the arts and the ability to manage and implement initiatives that advance the Arts Council’s priorities
* A strong knowledge of the arts (including contemporary arts practice and the arts of Wales and the UK)
* A thorough understanding of equalities issues and their practical application to the Arts Council’s work
* A familiarity with financial and business issues – the ability to assess and diagnose organisational issues
 | * Knowledge of immigration and visa issues facing artists
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| **Skills** | * Competent IT and administrative skills
* Social media skills
* Excellent spoken and written communication skills – the ability to be an effective, credible and persuasive advocate. Building and maintaining relationships, both internally and externally
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| **Experience** | * Experience of public policy making and project management
* A familiarity with International Arts policies
 | * Experience of working in an international environment
* Awareness of and experience of Immigration Policies in the Cultural field
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| **Attributes** | * The ability to manage and execute a diverse programme of projects and tasks
* Outcome orientated with the determination to drive tasks through to practical completion
* Capable of making decisions within the established framework and understanding the processes and procedures around those decisions
* The ability to be self‑servicing and to work with a minimum of direct supervision
* A commitment to continuing professional development
* The ability and willingness to occasionally travel throughout Wales, the UK and/or overseas, and to work unsocial hours when the need arises
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| **Welsh language** |  | * Fluency in Welsh and other European languages (both written and spoken)
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