
Your job

Job Title: Assistant Business Partner Arts Development

Service: Culture & Events

Grade: G8

Reporting to: Service Manager Culture Arts & Heritage

Join us in shaping a thriving cultural future for Wigan. This exciting role will lead and deliver a dynamic arts development programme on behalf of Wigan Council, bringing creativity into communities across the borough through innovative, co-produced projects and activities.

Working with artists, creative practitioners, community groups and partner organisations, you will champion local talent, support the growth of the creative sector and help create opportunities for people of all ages to engage with arts and culture.

As part of the wider Culture Team, you will play a key role in delivering the borough's Cultural Strategy, The Fire Within – The Forge 2025–30. You will develop and manage inspiring projects, events and partnerships that increase participation in culture, strengthen community involvement, nurture education and skills, improve health and wellbeing, enhance local places and environments, and celebrate creativity across Wigan.

This is a fantastic opportunity for someone passionate about the arts and culture to make a lasting impact, helping to build a more creative, connected and vibrant borough.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Lead the planning and delivery of inspiring arts and cultural programmes that bring creativity into communities across the borough.
- Work with artists, creative practitioners, community groups, schools and partner organisations to co-design projects that respond to local needs and priorities.
- Secure funding, resources and partnerships needed to successfully deliver cultural projects and maximise their impact.
- Manage and support the Creative Producer Assistant, helping them develop their skills, while also commissioning and managing artists, freelancers and delivery partners.
- Ensure projects are well planned, well governed and delivered on time, within budget and to a high standard.
- Help shape and develop new ideas, opportunities and initiatives that support the wider Culture Service and the delivery of The Fire Within – The Forge 2025–30.
- Build and manage strong partnerships that create meaningful opportunities for people who are under-represented in the creative sector.
- Monitor and evaluate programmes, gathering data, stories and feedback to demonstrate impact, improve future delivery and share good practice.
- Oversee programme budgets and funding investments, ensuring accurate record keeping, financial management and compliance with Council procedures.

On an ongoing basis you will:

- Develop strong relationships with cultural organisations, artists, community groups, schools, businesses, funders and regional partners to strengthen Wigan's cultural sector.

- Seek out new ideas, opportunities and best practice to keep programmes innovative, relevant and responsive to local communities.
- Work closely with elected members, residents and partners to understand local priorities and involve them in shaping cultural activity.
- Engage directly with communities across the borough, encouraging participation in arts and culture and helping ensure opportunities are accessible to all.
- Provide clear advice, information and reports to senior managers and elected members to support decision making and demonstrate progress.
- Champion equality, diversity and inclusion in all aspects of programme design and delivery.
- Act as an ambassador for Wigan's cultural ambitions, promoting the Council's values, priorities and commitment to creativity and community participation.
- Work flexibly across a range of cultural development projects and initiatives, supporting the ongoing growth of the borough's creative and cultural sector.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- A relevant professional qualification in arts, culture, creative industries or a related field, or equivalent relevant experience.
- Significant experience of developing, managing and delivering arts, cultural or community-based programmes and projects.
- Experience of building and maintaining effective relationships with artists, creative practitioners, community groups, partners, funders and other stakeholders.
- Experience of working collaboratively with communities and partners to co-design and deliver projects that achieve positive outcomes.
- Experience of managing people, freelancers, consultants, artists or project teams, providing support, guidance and constructive feedback.

- Experience of securing and managing funding, grants or other resources to support programme delivery.
- Knowledge of current issues, opportunities and best practice within the arts, cultural and creative sectors.
- Experience of managing project budgets, monitoring expenditure and ensuring effective financial control.
- Experience of planning, monitoring and evaluating projects, using data, feedback and evidence to measure impact and improve future delivery.
- Strong organisational and project management skills, with the ability to manage multiple priorities and deliver outcomes to agreed timescales.
- Ability to work effectively both independently and as part of a team, using initiative to solve problems and identify opportunities.
- Strong written and verbal communication skills, including the ability to prepare reports, funding applications and presentations for a range of audiences.
- Commitment to equality, diversity and inclusion, ensuring cultural opportunities are accessible and representative of the borough's communities.
- Strong digital and IT skills, with experience of using systems and software to support programme management, reporting and evaluation.
- Flexibility to undertake some evening and weekend work.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”