



Role Description and Employee Specification

Job Title:	Leisure and Culture Support Officer	Location:	Cirencester
Department:	Leisure and Culture	Service:	Economic Development and Communities
Reports to:	Leisure and Culture Manager	Working Hours:	Part Time 29.6hrs per week
Salary:	£24,441 to £26,591 (Plus NJC pay award, pro rata)	Peer Group:	PGC5
Business World Post Number:	TBC	Job Group:	Process and Internal Support
Contract Type:	Fixed Term (2 years)	Direct Reports:	None

Overall purpose of the Post:	To provide administrative and operational support to the Leisure and Culture Manager in delivering high quality leisure and cultural services across the Cotswold district. This role will assist in coordinating projects, engaging with stakeholders, capturing and managing data and ensuring the smooth day to day operation of leisure facilities, cultural venues and community-based wellbeing initiatives. The post holder will contribute to promoting healthy lifestyles, enhancing community resilience and addressing health inequalities while supporting the implementation of council policies and business plan objectives
Key Tasks and Responsibilities:	• Assist the Leisure and Culture Manager in the planning, coordination and delivery of leisure and cultural programs. • Provide administrative support, including preparing reports, handling correspondence, scheduling meetings and maintaining accurate records. • Collate Data & Information and prepare regular reports. • Support the management of contracts and relationships with leisure providers, cultural venues and community organisations. • Help monitor budgets, invoices and financial record related to leisure and cultural services.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• Experience in providing administrative or projects support ideally within leisure, culture, community development or a related field • Experience of working with stakeholders such as community groups, charities or external service providers • Strong organisational and time management skills, with the ability to handle multiple tasks effectively.

	• Excellent written and verbal communication skills, with the ability to draft reports and correspondence. • Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) • A level qualification or equivalent		
Desirable Requirements Qualifications, Skills and Abilities:	• Knowledge of local government processes and policies relating to leisure, culture and wellbeing,		
General Accountabilities:	The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. Work in compliance with the Codes of Conduct, Regulations and policies of the council. To support the response to a major incident, including taking up a designated role within the emergency management framework if required or requested by the Chief Executive.		
Special Conditions:	You will be expected to work reasonable additional hours in line with the needs of the service. There may be a requirement to work at other locations to meet the needs of the business. Full UK Driving Licence. Ability to travel / access to a vehicle for work purposes.		
Date Reviewed:	April 2025	Reviewed By:	David Stanley
Checked by HRBP	April 2025	Date of Issue:	April 2025