Job Description ESP/ESACDM26

Project: EastSide Arts

Job Title: **Cultural Development Manager**

Location: Avalon House

Reports to: Director of Strategic Development, EastSide Partnership

Terms and conditions

Salary: Annual salary of £44,075 plus 7.5% employer pension contribution. Annual salary increments are agreed by the Board of Directors.

Contract: This is a permanent post, however will be dependent on future funding. *Job subject to 6 month probation period.*

Work hours: 37.5 hours per week but willingness to work flexible hours including evenings and weekends essential.

EastSide Partnership is only able to accept applications from those individuals who are currently eligible to work in the UK. We may only interview those applicants who appear, from the information provided, to be the most suitable in terms of the person specification.

Main Purpose of Job

To develop and sustain inclusive programmes that enhance local identity and access to arts and culture which will involve working with a broad range of stakeholders including artists, local communities, businesses and statutory agencies.

To use arts, culture and heritage to contribute to the regeneration of east Belfast revitalising communities, driving growth and improving quality of life.

To take the lead in shaping and managing a cultural strategy in east Belfast aligned to key regional and city wide strategies.

To lead the strategic planning, creative direction and successful delivery of EastSide Arts' annual EastSide Arts Festival. Drive the growth, profile and impact of the festival, building partnerships, developing opportunities for artists and communities, and ensuring a diverse, accessible and high-quality programme that celebrates East Belfast's cultural identity and creativity.

Summary of responsibilities and personal duties

1. To play a leading role in enabling the EastSide Partnership group of companies to develop and deliver its strategic thinking in arts, creativity and cultural placemaking in east Belfast.

2. To manage the design and delivery of an all year round creative programme of events and activities including EastSide Arts Festival, in spaces and venues across east Belfast for a broad range of audiences and the local community.

3. To engage with a broad range of stakeholders to encourage cultural regeneration in east Belfast, including artists, residents, local communities and businesses.

4. To initiate, build, maintain and develop relationships with partner organisations and agencies such as Belfast City Council, Arts Council NI and National Lottery Heritage Fund.

5. To lead and motivate staff members ensuring their professional performance and development needs are monitored and addressed and that the culture of a learning organisation, delivering high quality services, permeates throughout the team.

6. To seek opportunities and implement strategies for commercial growth, income generation and sponsorship to ensure long term financial sustainability.

7. To undertake any other relevant duties as may from time to time be required.

Person Specification **ESP/ESACDM26**

	Essential	Desirable
Attainments/ Experience	A minimum of 3 years experience gained in the last 5 years of managing and leading cultural regeneration, placemaking or arts programmes. Experience of managing and developing small to large scale events, programmes and festivals in the creative and cultural sector. Experience of developing and managing complex funding programmes including managing budgets and income generation/ commercial funding streams. Experience of people and stakeholder engagement/ management, including staff, artists, funders, local communities, businesses and consultants. Experience of policy and advocating for funding and resource allocation that supports the art and cultural sectors.	A relevant leadership and management qualification. Experience of undertaking research on audience and product development. Experience of leading partnerships and/ or consortia.
Skills & abilities	Ability to lead and motivate team(s) - co-ordinating, motivating and leading staff, volunteers and / or stakeholders. Excellent organisational skills, including the ability to work without direct supervision, using own initiative to prioritise work and manage workloads. Ability to anticipate and identify issues and potential risks and take a proactive approach to resolving them.	

	Ability to prepare, monitor and review budgets and work plans. High level of computer literacy including the use of Word, Excel, PowerPoint and the use of the internet and social media as well as the ability to update websites. Excellent communication skills (including writing skills) and the ability to produce reports and other materials for a wide range of stakeholders, to a high standard.	
Knowledge & Values	Commitment to regeneration and a partnership approach Experience of community development and/or cultural regeneration practices.	Knowledge of the local and regional community arts and culture sector Knowledge of EDI good practice and an inclusive approach to engagement Knowledge of EastSide Arts and EastSide Partnership
Circumstances	Willingness to work flexible hours including evenings and weekends Able and willing to travel across Belfast for work purposes	

Application Process ESP/ESACDM26

Application

- An application pack can be downloaded from: www.eastsidepartnership.com/recruitment
- Completed applications must arrive by **12pm on Monday 30th November 2026.**
- Applications will only be accepted by email to gillian@eastsidepartnership.com and will be acknowledged by email. If not acknowledged, please contact Gillian on 028 90451900.
- Application **MUST** be by Application Form with *minimum font size 11*
- To be accepted the application **MUST** include the equal opportunities monitoring form (included in Application Form document)
- Access requirements: Please let us know about any reasonable adjustments you may require during the recruitment process, including the application stage.
- We interview those applicants who appear from the information provided to meet the essential criteria as outlined in the job specification.

Equal Opportunities

- EastSide Partnership is an equal opportunities employer. EastSide Partnership does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual orientation, marital status, religious belief or political opinion, race or disability. Unlawful discrimination is defined as treating a person less favourably than others are, or would be treated in the same or similar circumstances.

Canvassing

- Canvassing in any form will, if proved to the satisfaction of EastSide Partnership, disqualify a candidate for the appointment

Shortlisting

- Shortlisting is due to take place on **Wednesday 2nd December 2026** after which you will be informed by email whether or not you are to be called for interview, and at what time. The panel may decide to only interview those candidates who best meet the essential criteria.

Interviews

- **Interviews will be held on Tuesday 8th December 2026**. Please ensure your availability for interview on this date prior to application, as it will not be possible to arrange an alternative date.

Job Description

- The duties outlined in the Job Description serve as a guide to the current and major responsibilities of the post. These will inevitably vary as the role develops and the Job Description will be reviewed on a regular basis. Changes will be subject to consultation with the post holder.

Further Information

- Further information on EastSide Partnership can be viewed on our website at: www.eastsidepartnership.com

Background Information

EastSide Partnership (ESP) is a charity leading the regeneration of east Belfast. We work alongside community-based organisations, elected representatives, statutory agencies and local businesses, to deliver a wide variety of projects seeking to benefit residents, visitors and our neighbours.

Vision
A thriving, connected and welcoming east Belfast which is;

- Economically thriving; a community where people want to live, work and invest
- Connected; bringing local people together at an individual and neighbourhood level, as well as being connected to the rest of the city, and to our neighbours and beyond
- Welcoming; bringing visitors to the area to celebrate east Belfast

Mission

To improve quality of life in east Belfast;

- Helping local people to have a say in what happens in their lives and in their local area
- Supporting people who are most in need to improve their life changes and take opportunities
- Encouraging everyone in east Belfast to enjoy green space and culture
- Celebrating the diverse cultures of east Belfast
- Welcoming new people to visit and live in the area

Strategic Priorities

- To lead on and advocate fore the regeneration of east Belfast
- To facilitate and co-ordinate relevant partners to work together for the regeneration of east Belfast
- To improve and animate the built and natural environment of east Belfast
- To improve the life changes and opportunities of the most in need in east Belfast
- To be a sustainable effective organisation
- To develop, celebrate and promote the culture, creativity and heritage of east Belfast

A copy of our strategic framework can be found here;

https://www.eastsidepartnership.com/strategic-framework-2025-2030

To find out more about EastSide Partnership visit:

- Website- www.eastsidepartnership.com
- Twitter- @EastSidePship
- Facebook- facebook.com/EastSidePship
- Instagram- EastSidePship

EastSide Arts, a subsidiary company of EastSide Partnership, seeks to create an east Belfast that is a thriving cultural hub; where the arts are valued, creativity is for everyone and people are connected with each other and the wider world.

Our objectives for 2025/26 are:

Objective 1: Artists are supported to work in east Belfast:
- Artists are part of the fabric of the community
- The arts are seen as a valid career choice
- Artists are supported to make work

Objective 2: Increased diverse opportunities for people to be creative, on their terms
- More creative things happening in east Belfast, and more people doing them

Objective 3: More places in east Belfast are animated with creative activities
- Non-arts spaces are fit for arts purposes and are accessible to everyone
- Non-traditional arts spaces are animated with arts events by ESA and others

Objective 4: ESA has strong governance in place
- ESA maintains an optimum level of committed, capable trustees with oversight of the company
- ESA has a committed team of employees who are capable and have capacity to deliver the Objectives
- ESA is financially sustainable

EastSide Arts promotes and encourages appreciation for and active participation in arts and cultural activities and aims to stimulate the creativity of people in east Belfast and beyond.

We do this by devising and delivering a comprehensive year-round programme of events and the annual EastSide Arts Festival. Community is at the heart of everything we do and all of our programmes and events are delivered in partnership with local artists, venues, community groups and businesses.

More information: www.eastsidearts.net