

**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**



JOB TITLE	Talent Development Coordinator				
DEPARTMENT	Centre for Culture & Creativity (Barbican Creative Hub & Lincoln Arts Centre)				
LOCATION	Lincoln Campuses				
JOB NUMBER	CASH088	GRADE	5	DATE	Aug 2026
REPORTS TO	Creative & Executive Director				

CONTEXT

This is an exciting opportunity to join Lincoln Arts Centre and Barbican Creative Hub at the University of Lincoln to deliver one of the county's most ambitious creative workforce development programmes.

Routes In – Greater Lincolnshire Place Partnership is a three-year Arts Council England funded programme developing the future creative workforce across Greater Lincolnshire. Working with five local authorities, education providers, employers and cultural organisations, the programme will strengthen skills, create new employment pathways and support the next generation of creative talent.

We're looking for someone passionate about people, partnerships and opportunity. You'll help connect individuals with careers, employers with talent, and organisations with each other, ensuring that creative careers become more visible, accessible and inclusive across Greater Lincolnshire.

JOB PURPOSE

To coordinate and deliver the Routes In talent development programme, supporting the creation of new creative career pathways across Greater Lincolnshire.

The postholder will coordinate apprenticeships, careers activity, employer engagement, mentoring programmes, leadership development and sector networking, while supporting the development of the Greater Lincolnshire Creative Careers Network.

Working closely with local authorities, employers, education providers, Arts Council England and cultural organisations, the role will help strengthen the county's creative ecology and contribute to long-term economic growth through skills and talent development.

KEY RESPONSIBILITIES

Programme Delivery
• Coordinate the delivery of the Routes In programme across Greater Lincolnshire. • Support delivery against Arts Council England funding requirements, milestones and evaluation. • Maintain programme plans, risk registers, budgets and reporting documentation. • Coordinate meetings, steering groups, working groups, creative careers summits, creative careers conferences, governance programmes, training sessions and surgeries. • Support evaluation and impact reporting. • Identify opportunity to improve programme delivery. • Coordinate the development of a county-wide Creative Careers Network. • Support the coordination of Greater Lincolnshire Culture Alliance and its steering group. • Develop resources that strengthen collaboration across the sector.
Talent Development
• Coordinate annual creative careers programme and five apprenticeships. • Act as first point of contact for apprentices and placement hosts. • Coordinate recruitment alongside partners. • Monitor apprentice progress and placement quality. • Develop opportunities that connect emerging creatives with employers. • Coordinate mentoring programmes. • Support delivery of careers events, workshops and employability activity • Develop resources that promote creative careers and pathways into employment
Advocacy
• Work alongside marketing teams in partner organisations to promote opportunities. • Support production of case studies and impact stories. • Support evaluation activity. • Monitor programme outcomes against agreed KPIs. • Produce reports for partners, funders and stakeholders.

Access & Inclusion
• Champion equity, diversity, inclusion and belonging across all aspects of the Routes In programme. • Ensure activities are designed and delivered using inclusive, accessible and trauma-informed approaches where appropriate. • Work proactively to identify and remove barriers to participation for people who experience structural disadvantage or under-representation within the creative and cultural sector. • Support the programme's commitment to anti-racist, anti-ableist and inclusive practice, embedding these principles into partnerships, recruitment, events and participant engagement. • Build trusted relationships with community organisations and partners to widen participation and ensure opportunities reach diverse communities across Greater Lincolnshire. • Ensure accessibility requirements are considered and planned for across programme activity, events and communications. • Promote a culture of continuous learning, reflection and improvement around equity and inclusion.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The post holder is also expected to work on their own initiative and prioritise their workload to meet deadlines. The post holder is also expected to use their judgement to deal with queries and problems daily.

The post holder will largely manage their own time and determine priorities in order to achieve the required output.

The post holder will apply knowledge and judgement to determine the best approach from a number of identifiable solutions in order to resolve problems. The post holder will be an experienced team member.

Key working relationships/networks

Internal	External
• Lincoln Arts Centre Team • Barbican Creative Hub Team • People Performance & Culture Team at University of Lincoln • Finance team at the University of Lincoln	• Arts Council England • Lincolnshire County Council • North Kesteven District Council • West Lindsey District Council • North East Lincolnshire Council • South & East Lincolnshire Councils Partnership • Creative employers • Schools • Colleges • Cultural organisations • Community organisations • Freelancers • Apprentices • Mentors

UNIVERSITY OF LINCOLN PERSON SPECIFICATION



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Commented [BA1]: Visitor Experience Officer

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P)
Qualifications:		
Administrative or IT qualifications or equivalent experience in a customer facing role	D	A
Experience:		
Experience of working in an arts or entertainment environment, ideally venue focused	E	A/I
Coordinating complex projects involving multiple partners	E	A/I
Organising events	E	A/I
Supporting individuals through learning or professional development	D	A/I
Experience of data analysis	D	A/I
Working on an Arts Council England funded project	D	A/I
Skills and Knowledge:		
Excellent organisation skills	E	A/I
Outstanding interpersonal skills	E	A/I
Ability to build trusted relationships	E	A/I
A high level of numeracy alongside written and spoken communication skills	E	A/I
Ability to work unsupervised and organise own workload, set priorities and deliver to agreed targets and KPIs	E	A/I
Comprehensive knowledge of Data Protection issues	D	A/I
Understanding of quality, diversity and inclusion	D	A/I
Competencies and Personal Attributes:		
A team player	E	A/I

Commented [BA2]: or equivalent experience in a customer facing role?

Commented [BA3]: I think desirable is sufficient here right?

Enthusiastic and pro-active approach to work	E	A/I
Willingness to learn with a commitment to continuous professional development	E	A/I
Ability to prioritise and work accurately under pressure with good time management	E	A/I
Passionate about live performance and the arts in general	E	A/I
Business Requirements:		
Flexible hours to accommodate occasional evening and weekend work	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	BA	HRBP	SP
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