

## Breakthrough 2025 Job Description

### Surrey County Council - Communications and Data Officer – Guildford, Surrey

Employer name	Surrey County Council		
Employer Website	<a href="https://www.surreycc.gov.uk/">https://www.surreycc.gov.uk/</a>		
Employer main contact	Sarah Lee		
Employer email	Sarah.lee@surreycc.gov.uk		
Start Date	Monday 29 <sup>th</sup> September	Hours Per Week	25
Working week	4 days a week	Hourly Wage	£12.21

Job Title	Communications and Data Officer
Company Overview	
<p><b>Who we are:</b> Surrey Arts, part of Surrey County Council delivers and facilitates opportunities for people of all ages to participate in high quality arts activities. The service is the lead organisation for the Arts Council funded Surrey Music Hub and Local Cultural Education Partnership (LCEP), Culture Box Surrey. In addition, Surrey Arts creates projects with partners across the county to increase and widen participation and engagement in the arts, including performances, visual arts, drama, and dance with many supported by external funding. Surrey Arts sits within the Cultural Services team at Surrey County Council, which includes Libraries, Heritage and Active Surrey.</p>	
Job Description	
<p>The Communications and Data Officer will support a team of colleagues, with tasks relating to the Arts Council funded ‘Escalate Arts’ Programme, based in Spelthorne.</p> <p>Escalate Arts is a new place-based partnership, including Surrey County Council, Spelthorne Borough Council, Ashford Youth Club and Artswork to develop a new</p>	

'Cultural Hub' in Staines-upon-Thames in Surrey. The two-year project aims to bring together creative organisations, education and creative employers to change how young people design, work in and enjoy culture in Spelthorne.

In this role, you will help to ensure that activities and opportunities delivered across the Escalate Arts Programme are connected and communicated effectively to residents and partner organisations. You will support the team with researching and mapping various topics, which will support the programming teams in developing further programmes.

This role will include assisting with:

- Maintaining and update newsletters which relate to the project
- Researching and communicating opportunities for creative activities in Surrey, and other topics as requested
- Support with collecting feedback from participants to inform the project evaluation
- Supporting with communications and the co-ordination of the Spelthorne teacher's network
- Assisting with events and activities, including preparing venues and front of house duties

The role will include a minimum of 2 days at Surrey Arts office in Guildford (Surrey Arts, 14 The Pines, Broad Street, Guildford GU3 3BH), and the remaining 2 days can be from home.

### Skills and development

Candidates should be working towards:

- Can communicate clearly and confidently
- Good at staying organised and keeping on top of tasks
- Able to manage my time and work independently
- Comfortable using basic computer programs like Word and Excel
- Genuinely interested in creative industries, such as film or music etc
- A basic understanding of working with data, for example, being comfortable looking at numbers, spotting patterns, or organising information in spreadsheets

### Desirable but not essential:

- Experience conducting research, either for school/work or as a personal interest

**Employers advice:**

To help show your interest in this role, we encourage you to include an example of a time when you put extra effort into something, this could be at school, during a hobby, at a part time job, or even helping out at home or in your community. We're keen to hear about times when you took initiative or went the extra mile, even in small ways

**Personal Qualities**

- Enthusiastic and committed
- Positive and pro-active
- Keen to learn and develop skills
- Ability to think independently and work within a team
- Punctual and Reliable
- Able to find creative solutions
- Able to listen and respond to the needs of communities
- Passion for the creative arts

**Future Prospects**

During the course of the placement, you will meet and network with other creative organisations which might present future opportunities. We will also provide a work placed mentor who can offer career advice and guidance, helping you to develop your CV and offer support with job applications and interviews.