

Assistant to French and European Cultural Affairs

Department: External Relations
Section: European Relations Team
Reports to: European Relations Attaché
JE Ref: MER1003

Grade: CS07

JE Date: 23/01/2024

Job purpose

Provide and coordinate project and administrative support to officers within the External Relations Department, primarily supporting the Bureau des Iles Anglo-Normandes (BIAN) and officers. Working with BIAN and the CIBO lead coordinate events that showcase the arts and cultural connections of the Channel Islands in both France and Brussels.

Job specific outcomes

1. Provide comprehensive administrative support to the Bureau des Iles Anglo-Normandes (BIAN) by overseeing External Relations matters. This includes contributing to the Government of Jersey's and BIAN's corporate reporting, business plans, annual reports, responses to Scrutiny, answers to States Questions, preparing agendas, collecting, verifying, and disseminating documents, generating minutes or action points, and ensuring efficient, timely, and accurate communications.
2. Provide support to BIAN in coordinating Ministerial, officer-level, and cultural French inbound/outbound visits to Jersey by handling logistical bookings, engaging with stakeholders, drafting programmes; and hosting French incoming visitors on the island.
3. Assist BIAN by actively participating in meetings focused on French connections across various GoJ departments and promote collaboration with colleagues from different departments to enhance French connections.
4. Support BIAN by developing French cultural engagements, such as organising and supporting culture days, French festivals, Tour des ports, and similar events in Jersey.
5. Collaborate with teams in the overseas offices and lead on coordinating events that highlight the arts and culture of the Channel Islands in both France and Brussels.
6. Coordinate with the French press office to elevate the visibility of events in the Channel Islands that are connected to France.
7. Develop and implement a French cultural diplomacy strategy for the Channel Islands in collaboration with Culture Arts and Heritage (CAH) dept and French counterparts, ensuring effective translation into actionable initiatives.

8. Develop a comprehensive strategy to promote the contributions and legacy of Claude Cahun, placing particular emphasis on her impact in Jersey.
9. In full cooperation with CAH and the Channel Islands Brussels Office (CIBO) participate in diverse European cultural networks and identify opportunities and methods for the Channel Islands to actively engage within them.
10. Act as a central point of connection and coordination between the Governments of Jersey and Guernsey in their joint efforts to enhance the cultural visibility of the Channel Islands in France and Brussels, working where appropriate with officers in BIAN and CIBO.

Statutory responsibilities

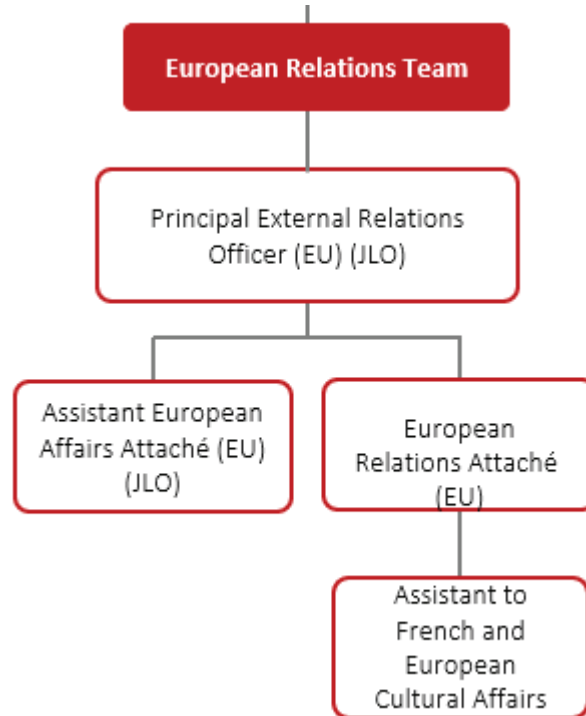
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to A-Level or equivalent.	Project management qualification.
Knowledge	<p>Requires a high level of competences on organisational skills.</p> <p>Understanding of the challenges that face Jersey for the future.</p> <p>Understanding of other related projects across government.</p> <p>Understanding of the importance of partnership working, especially with French neighbours.</p>	
Technical / Work-based Skills	<p>Highly organised.</p> <p>IT skills, particularly with Microsoft Office applications e.g. Word, Excel, PowerPoint, Outlook, Teams.</p> <p>An understanding of the government process.</p> <p>Ability to communicate confidently.</p> <p>Sound project planning and administration skills.</p> <p>Ability to conduct meetings in French.</p>	
General Skills/Attributes	<p>Ability to inspire confidence, with effective communication skills.</p> <p>Project administration skills, ability to organise multiple work requests and deliver to tight timescales.</p> <p>Ability to work with limited supervision.</p> <p>Good writing skills: ability to create documents and communications materials.</p> <p>Attention to detail.</p>	
Experience	<p>Experience of working in a team facing multiple priorities and regular deadlines.</p> <p>Experience of working with a range of stakeholders</p>	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.