



Recruitment Information Pack

Project & Engagement Manager South West

This pack will provide you with the information required to assist you with your application.

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1. Job Advert

Creative England was founded on the belief that talent is everywhere but opportunity is not. We support and invest in digital creative companies to finance business growth via direct investment, loans and business mentoring; we champion the best ideas of talented people and their businesses.

Creative England has partnered with Plymouth City Council to support the successful delivery of iMayflower: a £6m collaborative programme designed to build Plymouth's Creative Industries, grow and develop its creative cluster and support the region as a centre of excellence for immersive experiential content. Based with our partners in Plymouth this role will be crucial to the successful delivery and stakeholder management needs of this new partnership.

You will deliver a targeted programme of activity focusing on developing Access to Finance, investment readiness, mentoring, business support, product development and knowledge exchange. Our key aim is to develop 2 cohorts of 8-10 companies that have potential to grow and raise external finance. This will include hands-on events and support activity working with the wider remote teams across Creative England to raise the national profile of Plymouths creative sector. You will be responsible for the successful delivery of the project objectives and KPI's.

This is an exciting opportunity for someone who is self-sufficient, adaptable, a strong organiser, problem solver and readiness to just roll up your sleeves and get stuck in. You'll be passionate about the creative sector, a confident communicator, representing and championing Creative England in all aspects of the project.

CONTRACT: 2-year fixed term from Jan 2020

SALARY: £30,000

LOCATION: Plymouth

DEADLINE: 16th October 2019

Creative England promotes cultural diversity and equal opportunities for all



2. The Package

The basics:

- ❑ Base salary £30,000 full time
- ❑ Fixed term 2 years employee contract, renewable subject to company planning
- ❑ 3 month probationary period

The perks: We want you to love what you do, to commit to making a difference and hold a strong work ethic in doing so. In return we'll look after you, here's a list of some of the perks here at Creative England!

- ✓25 days holiday + bank holidays + extra days over Christmas (*pro-rata'd for PT*)
- ✓5% AVIVA pension contribution
- ✓BUPA private medical cover
- ✓Life Assurance
- ✓Summer Fridays, 3pm Friday finish during July & August
- ✓Employee Assistance Programme
- ✓Annual company away day

3. How to Apply

Please apply by CV and cover letter, ensuring that you meet a majority of the criteria set out in the person specification. You should also include the contact details and details of two professional references (preferably emails).

You should email your application to jobs@creativeengland.co.uk OR post (registered only) FAO Caroline Hinds, Director of People & Operations, Creative England, The Greenhouse, Pod 11, 111 Broadway, MediaCityUK, M50 2EQ.

The deadline for applications is **16th October 2019** but we may close earlier dependent on volume of applications so please do forward your CV and cover letter asap!

You will receive an acknowledgement email within a few days. It is company policy to only contact shortlisted candidates, we do not provide feedback at application stage.

Interviews will take place W/C 04 November in Plymouth, location tbc

Creative England is committed to ensuring personal data is processed in line with GDPR. If you would like further information relating to our Data Protection policies for job applicants please direct your request to the Director of People & Ops



4. About Creative England

OUR VISION

We uncover creative voices, invest in creative businesses and empower creative communities to grow.

OUR VALUES

Our values and behaviours are at the heart of Creative England and how we do things is just as important as what we do. Being part of Creative England means being proud of what we are here to achieve. Sharing a set of values which underpin our work gives us a unique character and culture. Our people will;

- Foster the best
- ✓Be brave and take risks
- ✓Make it personal
- ✓Bring imagination to life
- ✓Join the dots and make it happen
- ✓Think differently and blaze a trail

If these strike a chord, then Creative England wants to hear from you!

ADDITIONAL INFO

As a creative investor, Creative England addresses the financing gap for creative businesses by offering bespoke investments, loans and growth mentoring. We also connect national investor networks to regional creative businesses. Find out [more](#) about our investment portfolio, current investment opportunities, and our growth programmes across the regions.

As a creative influencer, we make the case for national and local policy to be developed in a way that helps creative people and businesses to grow and succeed.

As a creative collaborator, we discover new voices and help shine a light on creative talent and screen businesses from across the country. Find out more via our website about Creative England's CE50, an annual celebration of the most exciting, innovative and disruptive creative companies and individuals across film, games and digital media; our short film initiatives; our feature film lab; our work with the Wellcome Trust and the West of England AHSN on our Create Open Health programme.



4. About Creative England

Filming in England

Creative England is the first port of call for productions looking to film in England, outside of London. Our Production Services team offer free comprehensive production support to Film and high-end TV productions. Alongside our Film Office partners and our Regional and National networks, we are on hand to help at every stage of production, from early feasibility to post. From people to places, our team can help you find and access the industry's finest to gain filming permissions and facilitate a smooth shoot. Find out more here.

Uncovering talent

Every year Creative England celebrates and recognises the achievements of 50 of the best up and coming, innovative and disruptive individuals and companies across film, games and digital media. The people featured in the CE50 are the talented minds at the very forefront of creativity.

Investing in businesses

Since 2012, Creative England has invested over £20 million into over 350 creative businesses across the country, investing an average of £4m per year during 2012-2017. Our supported businesses show an average of 25% revenue growth in their first year of investment and go on to achieve outstanding long-term sustainability, evidenced by 3-year survival rates of 83% compared to the business national average of 60%. We know how difficult it is to access finance from traditional sources and that in order to take your business to the next stage, you need a cash injection to make your growth plans a reality. With an average investment size of £67,000, we are filling the access to finance gap to enable creative companies to scale-up and succeed. Find out more here.

Growth programmes

Creative England builds programmes that create opportunities for original storytellers to hear the latest ideas and access the best support. Our specialist programmes offer skills development, business support and investment opportunities to screen-based businesses and freelancers working in film, TV, games and digital platforms. Working with regional, and national, companies and organisations Creative England connects its partners with creative networks across the regions to support industry growth.

Policy & Research

The Creative England team works with talented people and ambitious businesses, day in and day out. So we understand the barriers they come up against and the challenges they face. We use that insight and experience to make the case for better policies at a national and a local level to remove some of those barriers, open up opportunities and help our creative industries to grow and succeed. Find out more here.



4. About iMayflower

iMayflower is designed to build Plymouth's Creative Industries and nurture creative people power across the city. Delivered by a consortium comprising the University of Plymouth, Plymouth City Council, Destination Plymouth, Mayflower 400, Plymouth College of Art and the Real Ideas Organisation (RIO), the project includes a £3.5 million grant from the Department for Digital, Culture, Media and Sport's Cultural Development Fund, which invests in creative, cultural and heritage initiatives that lead economic growth and productivity.

iMayflower will leverage the Mayflower 400 Culture and Heritage Programme as a platform from which to launch a sustainable step change in Plymouth's Creative Economy and make Plymouth a more attractive place to live, work and visit.

Key investment areas include:

- Place shaping - delivering large scale cultural and creative events to inspire and enrich lives e.g. the Illuminate light festival, in which the University is a key partner
- Creative sector business support - growing our cultural and creative sector businesses, with a particular focus on immersive media and digital fabrication
- Skills and learning programme - increasing the creative and business skills of our young people, communities, graduate and professionals
- Access to innovative finance - providing accessible start-up and scale-up funding for businesses in the Creative Economy from Creative England, Crowdfunder and others

For further information about the wider project click [here](#)



5. The Role

PRIMARY

Lead on the coordination and delivery of Creative England's iMayflower partnership with support from wider teams: targeting creative sector SME's with growth potential, preferably companies working in immersive media (AR, VR, MR):

Proactively seek and track creative companies suitable for Creative England investment, liaising closely with our Games & Immersive specialist, discovering and supporting creative talent and businesses across the immersive media space.

Organising relevant programme activity: events, workshops, mentoring, business support, product development and knowledge exchange with project partners.

Work closely with the CE Production Services team to support their development of regional content for locations, crew and facilities data and supporting a Familiarisation (FAM) trip for key industry figures aimed at increasing Plymouth's profile as a world-class location for filming.

Work closely with the CE Marketing team to help coordinate filming of high-quality video content for Plymouth and the surrounding area aimed at promoting locations and developing marketing collateral for place making & tourism.

SECONDARY

Sustain a high level of visibility and networking by attending relevant industry events, thereby keeping on top of the local "talent pulse", strengthening awareness of Creative England's opportunities and providing links to the wider Creative England team

Coordinate and contribute to meetings, conferences, committees and other events where necessary.

Working closely with the Programme Manager to provide relevant joined up information to finance and marketing teams on associated matters

Consider applications for support, taking the lead on assessments and decisions for eligible applicants.



5. The Role

Responsibilities continued....

Take overall responsibility for the client management of participants, reviewing progress, providing advice

Monitoring and collecting data in order to ensure the achievement of KPIs

Keep abreast of changes in best practice and developments across iMayflower to ensure that the thinking and practice of Creative England's activity is first class.

Work closely with the Marketing team to ensure that all relevant information is regularly and effectively disseminated both internally and externally via the website, social media, email bulletins, promotional materials and press releases.

Attend relevant meetings with Creative England's teams, to ensure a fully integrated, value added approach to business support activity across the organisation.

Maintain an up-to-date knowledge of business growth, key players, opportunities, finance, training initiatives, including undertaking appropriate research as requested.

Any other duties, which may be reasonably required of the post holder

All staff must develop Creative England's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.



6. Person Specification

- ✓ Relevant project management skills and experience in a similar role within the creative sector (preferably with both public and private sectors)
- ✓ Excellent organisational, time management and administrative skills.
- ✓ Strong communication skills, with the ability to deal effectively with people at all levels.
- ✓ Able to act on own initiative: a proactive and customer-focused approach.
- ✓ Collaborative team player.
- ✓ A good working knowledge of the creative industry and the broader business growth landscape.
- ✓ Practical IT skills including in-depth understanding of databases and monitoring systems.
- ✓ Understanding of budget and schedules.
- ✓ A commitment to the principles of diversity and inclusion
- ✓ Flexible to travel across the English regions

Creative England meets all its statutory requirements in relation to the GDPR and Freedom of Information

Creative England is committed to equal opportunities and promoting non-discriminatory practices in all aspects of work undertaken

