**Research Knowledge Base Developer for Pioneering Places: East Kent**

## APPLICATION PACK

Thank you for your interest in the above freelance position to work on the Pioneering Places: East Kent programme.

Details of the background and context to this position can be found in this pack.

**How to apply**

Please complete the following:

1. An Application form

1. An up to date CV which explains any gaps in employment

Once you have completed your application documents, please return them before the closing date to:

Penni Pierce  
Executive and Project Assistant

Creative Foundation

Quarterhouse  
Mill Bay

Folkestone

Kent CT20 1BN

Or alternatively, please email your completed application to:

[pennipierce@creativefoundation.org.uk](mailto:pennipierce@creativefoundation.org.uk)

If you have any questions relating to this role, please contact Fiona Kingsman by email: Fionakingsman@creativefoundation.org.uk

**Deadline**

Closing date for applications: 30 April 2018

**ABOUT THE CREATIVE FOUNDATION**

**Our Vision**

The Creative Foundation is a unique arts organisation with a range of activities meaning it makes a positive difference to the town, the region, its inhabitants and its visitors. This gives the charity a significant advantage in making it a great place to work.

**Our Mission**

The Creative Foundation is an independent arts charity dedicated to enabling the regeneration of Folkestone through creative activity. Working with the people of Folkestone, our partners and other stakeholders we will transform the town making a better place to live, work, visit and study.

**Our goals and objectives**

**Goal 1: Creatively engage the people of Folkestone**

Objective 1: Bring quality art to the town for everyone in Folkestone

Objective 2: Bring quality creatives to Folkestone and the Creative Quarter

Objective 3: Provide opportunities for people to develop creatively

Objective 4: Encourage creative engagement with partners and agencies

**Goal 2: Creatively transform the look of Folkestone**

Objective 1: Bring artwork to the town

Objective 2: Creatively maintain the Creative Foundation portfolio

Objective 3: Ensure the Creative Quarter public realm looks and feels   
 attractive

Objective 4: Encourage creative engagement by relevant bodies and   
 individuals with property and the public realm

**Goal 3: Creatively change the economy of Folkestone**

Objective 1: Attract and retain new creative businesses

Objective 2: Deliver the creative visitor economy

Objective 3: Attract creatively engaged people to live in Folkestone

Objective 4: Encourage creative investment in Folkestone by others

**Goal 4: Change the reputation of Folkestone as a creative town**

Objective 1: Promote the Creative Foundation model for immersive  
 creatively-led regeneration

Objective 2: Effective promotion of Creative Foundation activities

Objective 3: Create a virtual Creative Foundation through digital   
 technology

Objective 4: Encourage others to promote the reputation of Folkestone

**Goal 5: Create a sustainable Creative Foundation**

Objective 1: Have a clear understanding of CF’s vision, mission, values   
 and business plan

Objective 2: Align the financial model with the organisation's vision

Objective 3: Invest in resources, including staff, to deliver the vision

Objective 4: Build appropriate partnerships to deliver the vision

<http://www.creativefoundation.org.uk/>  
  
Other Creative Foundation projects:

[Creative Quarter](http://www.creativequarterfolkestone.org.uk/)

[Quarterhouse](https://www.quarterhouse.co.uk/)

[Folkestone Book Festival](http://www.folkestonebookfest.com/)

Folkestone [Artworks](http://folkestoneartworks.co.uk/)

[Folkestone Triennial](http://www.folkestonetriennial.org.uk/)

**Freelance Opportunity**

**Position:** Research Knowledge Base Developer for Pioneering Places: East Kent. Freelance consultants and consultancy firms are welcome to apply

**Fee:** Please specify your fee as part of the application

**Reports to:** Fiona Kingsman, Project Director

**Location:** To work remotely

**Hours:** Developer to set their own work schedule to deliver outputs over 3 years to December 2020

**Key Objectives**

We are now in the Delivery Phase of the programme and are looking to appoint a skilled and experienced freelance **Developer(s)** to work on the development and creation of an online Research Knowledge Base for the Pioneering Places programme until December 2020. This significant central online project, will be managed by the Project Director, and will draw together the learning and experience of the four local strands, including the research and evaluation of the project’s key aims and social impact.

**Key Responsibilities:**

- bring together research on cultural placemaking and commissioned articles on the subject (local, national and international)

- gather and disseminate feedback and data from the four projects.

- include each partner’s collective history of placemaking since 2002

- be a live, dynamic, interactive online space

- provide a key component of the programme’s legacy

- be cohesive and play a vital role in pulling together the partners collective experiences in one place

- provide content for communications activities

- provide content for an end of programme Conference

- explore a MOOC as an option (potentially with accreditation)

**Milestones:**

**Year 1:**

* Early discussions with project partners and potential partners on the development of the platform and possibilities of developing a MOOC later in the project to assess its viability
* Create a detailed plan for how to work with and engage different user groups and through which platforms
* A detailed analysis of what data might be captured and how it might be useful, particularly in relation to capturing project outputs, and legal issues related to this in light of incoming GDPR legislation. This initial data evaluation exercise should address questions such as:
* How are these outcomes converted into SMART targets and how might digital engagement and data capture support achieving them?
* How do we establish baselines for outcomes such as “Culture reflected in local plans and strategies”?
* A thorough review and SWOT analysis of other relevant cultural/creative placemaking sites, social media accounts and projects online to be added to organically.
* An evaluation of the strengths and weaknesses of all potential platforms to inform decisions as to preferred platforms, (e.g. YouTube vs Vimeo for video, Dropbox vs Google Drive etc).
* Feedback to the Pioneering Places Delivery Group

**Years 2 & 3:**

* Ongoing development of the site, leading to end of project recommendations for its sustainability and legacy
* Feedback to the Pioneering Places Delivery and Steering Groups as required

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| **KNOWLEDGE & EXPERIENCE** | **Essential** | **Desirable** |
| Digital content creation and curation | **✓** |  |
| Community management | **✓** |  |
| User Experience (UX) design | **✓** |  |
| Website development, hosting and Content Management Systems (CMS) | **✓** |  |
| Digital and social strategies | **✓** |  |
| Data capture, storage and usage | **✓** |  |
| Digital project management | **✓** |  |
| A good understanding of Data analytics | **✓** |  |
| **SKILLS** | **Essential** | **Desirable** |
| Diplomatic and effective customer service skills | **✓** |  |
| Effective forward planning / project management skills | **✓** |  |
| Articulate and confident communication and networking skills | **✓** |  |
| Astute budget management skills | **✓** |  |
| **ATTRIBUTES** | **Essential** | **Desirable** |
| Calm, focussed and motivated under pressure | **✓** |  |
| Business-appropriate demeanour and personal presentation | **✓** |  |
| Discretion and confidentiality | **✓** |  |
| Positive response to working in a target-driven environment | **✓** |  |
| Hard working and energetic | **✓** |  |

**Research Base Developer Pioneering Places: East Kent**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

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| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

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| Are you legally eligible for employment in the UK? |
| How did you hear about this opportunity? |
| What is the earliest you can start working on this programme? | |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for the termination of your contract.

Signature: Date:

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| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**PLEASE PROVIDE:**

1. An online Application form
2. Provide at least one example of similar work experience of delivering a digital research knowledge base that involved the **Essential experiences** listed above and outline your strategy for delivering these outputs
3. Please state what **fee and budget** you wouldpropose for the work to cover the duration of the programme
4. Please provide your CV
5. Please provide 2 referees

**SECTION 4:**

**REFERENCES**

Please provide details of two referees, one of whom is your current or most recent key client, and indicate at which stage you consent for these references to be taken up.

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| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

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| --- | --- |
| **Name:** | **Relationship to you:** |
| Address: | Contact numbers: |
| Email address: | Please contact prior to interview  YES/NO |

**Equal Opportunity Monitoring Questionnaire**

This section will only be relevant if you are applying as a sole-trader, rather than a company or institution.

If applicable, it will be separated from your application on receipt. Any information provided is strictly confidential and will not affect your application.

**Position:** Research Knowledge Base developer,

Pioneering Places: East Kent

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| **Gender:** | | Male | | |  | | | | 🞎 | | |
|  | | Female | | |  | | | | 🞎 | | |
|  | | Transgender | | |  | | | | 🞎 | | |
|  | | Prefer not to answer | | |  | | | | 🞎 | | |
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| **Age:** | | |  |  | | --- | --- | | 18 – 25 |  | | 26 – 35 |  | | 36 – 45 |  | | 46 – 55 |  | | 56 – 65 |  | | Over 65 |  | | | |  | | | | 🞎 | | |
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| **Ethnicity/cultural diversity**  Please choose one from A to E, then tick the appropriate box to indicate your background. | | | | | | | | | | | | |
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| A | White | | |  | | |  | | |  | | |
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|  | British | | |  | | |  | | | 🞎 | | |
|  | English | | |  | | |  | | | 🞎 | | |
|  | Scottish | | |  | | |  | | | 🞎 | | |
|  | Welsh | | |  | | |  | | | 🞎 | | |
|  | Irish | | |  | | |  | | | 🞎 | | |
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|  | Any other white background, please write in:  ………………………………………………… | | | | | | | | | | | |
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| B | Mixed | | |  | | |  | | |  | | |
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|  | White and Black Caribbean  White and Black African  White and Asian | | | | | | | | | 🞎 | | |
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|  | Any other Mixed background, please write in:  ……………………………………………………… | | | | | | | | | | | |
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| C | Asian, Asian British, Asian English, Asian Scottish or Asian Welsh | | | | | | | | | |
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|  | Indian  Pakistani | | | | |  | | 🞎 | | |
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|  | Bangladesh | | | | |  | | 🞎 | | |
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|  | Any other Asian background, please write in: | | | | | | | | | |
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| D | Black, Black British, Black English, Black Scottish or Black Welsh | | | |
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|  | Caribbean |  | | 🞎 |
|  | African |  | | 🞎 |
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|  | Any other Black background, please write in: ……………………………………………………… | | | |
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| E | Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh | | | |
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|  | Chinese | |  | 🞎 |
|  | Vietnamese | |  | 🞎 |
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|  | Any other Chinese background, please write in: …………………………………………………… | | | |
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| F | Other Ethnic Group | | |  |
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|  | Please write in: ………………………………………………… | | | |
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| **Disability monitoring** | | | |  |
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| Do you consider yourself disabled? | | | |  |
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| Yes | |  | | 🞎 |
| No | |  | | 🞎 |
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| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | | | |
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