**Creative workspace manager: contracts**

## APPLICATION PACK

Thank you for your interest in the above position.

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

**How to apply**

Your complete application should include the following:

1. An application form
2. Up to date CV which explains any gaps in employment
3. A brief covering letter

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 vacancy, please contact by email: [adrianlockwood@creativefoundation.org.uk](mailto:adrianlockwood@creativefoundation.org.uk)

**Deadline**

Closing date for applications: Wednesday 24th October 2018

Interviews will be held in Folkestone on 1st and 2nd November 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

[www.creativefoundation.org.uk](http://www.creativefoundation.org.uk)

All 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/)

**CREATIVE WORKSPACE MANAGER: CONTRACTS**

**JOB DESCRIPTION**

**Reports to:** Head of Creative Workspace

**Location:** Based at Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN and   
 throughout Creative Quarter, Folkestone

**Salary:** £22,000

**Hours:** Full time. Out of office hours working may be required.

**JOB PURPOSE**

To help deliver a vibrant Creative Quarter that is best able to regenerate Folkestone and any other sites as necessary. To maximise net income from CF managed property contributing towards our charitable objectives.

**KEY RESPONSIBILITIES**

* Manage all contracts in relation to tenants and property including periodical review and tendering.
* Provide all IT support for CF staff and tenants through effective management of the IT contractor.
* Lead on ad hoc and scheduled requests for property maintenance and arrange with contractors for work to be carried out.
* Lead on the maintenance of all records in relation to payments made and income received from tenants and the payment of bills relating to property.
* Prepare and execute relevant documents relating to new and existing tenancies in conjunction with the Creative Workspace Manager: Community.
* Lead on the maintenance of the property archive of manuals and photography adding where necessary new property or new information.

**SUPPORT RESPONSIBILITIES**

* Support the Creative Workspace Manager: Community with the preparation of property for new creative tenants arriving, moving or leaving properties.
* Assist in the planning and delivery of events, marketing campaigns, tenant support and business development.
* To undertake such duties as may be required to successfully realise the purpose of this role.

**Terms and Conditions:**

Full conditions are as per the written statement of employment.

**PERSON SPECIFICATION**

Essential elements should be demonstrated before and during employment in this role; desirable elements should be developed and maintained once in role.

|  |  |  |
| --- | --- | --- |
| **KNOWLEDGE & EXPERIENCE** | **Essential** | **Desirable** |
| Proven experience in managing positive customer sales relationships | ✓ |  |
| Knowledge of IT provision for multiple sites | ✓ |  |
| Understanding of the needs and expectations of commercial and residential tenants | ✓ |  |
| Experience of contract management | ✓ |  |
| Have a property or legal background | ✓ |  |
| Experience of arranging property maintenance | ✓ |  |
| Experience of working within the retail, business or residential property sector | ✓ |  |
| **SKILLS** | **Essential** | **Desirable** |
| Diplomatic and effective negotiating skills | ✓ |  |
| Organised and methodical with data | ✓ |  |
| Awareness of cost and income targets |  | ✓ |
| Articulate and confident communication skills | ✓ |  |
| Able to identify, research and approach potential creative tenants |  | ✓ |
| **ATTRIBUTES** | **Essential** | **Desirable** |
| Calm focused 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 | ✓ |  |
| Flexible approach to working within a busy and demanding environment | ✓ |  |
| Committed to Folkestone’s regeneration through the arts | ✓ |  |
| Committed to Creative Foundation’s aims and objectives | ✓ |  |
| Interest in creative activities |  | ✓ |
| Experience of or aptitude for working within the arts. |  | ✓ |

**CREATIVE WORKSPACE MANAGER: CONTRACTS**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

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

|  |
| --- |
| Are you legally eligible for employment in the UK? |
| How did you hear about this vacancy? |
| What is your notice period / earliest availability to take up a new position? |

**SECTION 2: DECLARATION**

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

Signature: Date:

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

**SECTION 3:**

**PLEASE PROVIDE A RESPONSE TO THE FOLLOWING QUESTION, USING NO MORE THAN 500 WORDS:**

Why do you think you are suitable for the Creative Workspace Manager: Contracts opportunity, and what skills will you will bring to this position?

**SECTION 4:**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance) and indicate at which stage you consent for these references to be taken up. If you are shortlisted for an interview we would like to take up as many references as possible before interview.

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact numbers: |
| Email address: | □ contact at any point  □ contact on offer of first round interview  □ contact on offer of second round interview  □ contact only on offer of employment |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact numbers: |
| Email address: | □ contact at any point  □ contact on offer of first round interview  □ contact on offer of second round interview  □ contact only on offer of employment |

**Diversity in the Creative Foundation Questionnaire**

This form is not a required part of the application process. This page will be separated from your application on receipt, and the information stored anonymously for monitoring purposes to help us track our performance in attracting applications from all sections of the community, particularly regarding the protected characteristics described in the Equalities Act 2010.

**Job Title:** Creative Workspace Manager: Contracts

**Gender identity**

|  |  |
| --- | --- |
| Male (including female to male trans men) | ❑ |
| Female (including male to female trans women) | ❑ |
| Non-Binary (for example, androgyne) | ❑ |
| Prefer not to say | ❑ |

|  |  |  |
| --- | --- | --- |
| Is your gender identity different to your sex registered at birth? | Yes  No  Prefer not to say | ❑  ❑  ❑ |

**Sexual orientation**

|  |  |
| --- | --- |
| Bisexual | ❑ |
| Gay Man | ❑ |
| Gay Woman/Lesbian | ❑ |
| Heterosexual/Straight | ❑ |
| Prefer not to say | ❑ |

**Age**

|  |  |
| --- | --- |
| 0-19 | ❑ |
| 20-34 | ❑ |
| 35-49 | ❑ |
| 50-64 | ❑ |
| 65+ | ❑ |
| Prefer not to say | ❑ |

**Ethnicity**

|  |  |  |
| --- | --- | --- |
| White | British | ❑ |
| Irish | ❑ |
| Gypsy or Irish Traveller | ❑ |
| Any other White background | ❑ |
| Mixed | White and Black Caribbean | ❑ |
| White and Black African | ❑ |
| White and Asian | ❑ |
| Any other Mixed background | ❑ |
| Asian/ Asian British | Indian | ❑ |
| Pakistani | ❑ |
| Bangladeshi | ❑ |
| Chinese | ❑ |
| Any other Asian background | ❑ |
| Black/ Black British | African | ❑ |
| Caribbean | ❑ |
| Any other Black background | ❑ |
| Other | Arab | ❑ |
| Any other ethnic group | ❑ |
| Prefer not to say | ❑ |

**Disability and impairment**

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to be a deaf or disabled person or to have a long term health condition? | Yes  No  Prefer not to say | ❑  ❑  ❑ |
| If you have a disability, is there anything we can do to make our recruitment and selection procedure more accessible to you? | | |