**CREATIVE WORKSPACES MANAGER: COMMUNITY**

**APPLICATION PACK**

Thank you for your interest in the above vacancy. We’re really happy that you’ve found us.

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

**How to apply**

Your completed application should include the following:

1. An application form
2. A personal statement in written or recorded format
3. Your up to date CV

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

Lyn Maytum
Executive and Project Assistant

Creative Folkestone

Quarterhouse
Mill Bay

Folkestone

Kent CT20 1BN

Or alternatively, please email your completed application to: lynmaytum@creativefolkestone.org.uk

If you have any questions relating to this vacancy, please contact Dan Hoare by email: danhoare@creativefolkestone.org.uk

**Deadline**

Closing date for applications: **Thursday 30 September 2021 at 5pm**

**Interview process**

Interviews will take place during early October.

**ABOUT CREATIVE FOLKESTONE**

Creative Folkestone is dedicated to transforming Folkestone through creative activity to make it a better place to live, work, study and visit. We believe that everyone is creative and that creativity has the power to change people and places. We have developed five key projects that form the foundation of our work :

1. The Creative Quarter has transformed the Old High Street into a hub of independent shops, artists’ studios and live-work spaces.
2. Folkestone Triennial transforms the town every three years into an outdoor sculpture park with newly commissioned artwork by national and international artists.
3. Folkestone Artworks is the UK’s largest collection of public contemporary art in a town.
4. Folkestone Quarterhouse is a performing arts centre that hosts live events across theatre, dance, music, comedy, film, family shows and festivals.
5. Folkestone Book Festival is one of the UK’s most established festivals of literature, books and ideas.
6. We also do other projects!

We have declared that **FOLKESTONE IS AN ART SCHOOL** and all our projects are underpinned by an inspirational learning and engagement programme that works with schools, community groups and the people of Folkestone across art-form, age and ability.

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

**CREATIVE WORKSPACES MANAGER: COMMUNITY**

**JOB DESCRIPTION**

**Reports to: Creative Quarter Manager**

**Location:** Based at Quarterhouse, Mill Bay, Folkestone, Kent CT20

**Salary:** £23000 per annum

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

**Who are you?**

We are really interested in working with people who can bring their life experiences, skills and interests to this role. You will be able to demonstrate an interest in the arts and in how creativity can bring about change but you don’t need to have qualifications in an arts subject or have been to university.

Most of all, you will be open to new ideas, ready to share your own ideas, keen to learn and able to support the Creative Quarter as a good humoured and well organised member of the team.

**What will you do in this role?**

You will help and support a vibrant Creative Quarter, that is best able to regenerate Folkestone and any other sites as necessary. You will be focussed on how to maximise our net income from the Creative Folkestone managed property portfolio, whilst contributing towards our charitable objectives.

**Who will you work with?**

You will join the Creative Quarter team but will work with colleagues across all the Creative Folkestone projects.

**Main Duties**

* Lead on the marketing of vacant properties, identifying ways of generating new enquiries from potential creative tenants.
* Lead on the applications process with potential creative tenants, sending out application forms, collating and presenting applications for review, arranging viewings and agreeing any lease arrangements.
* Prepare and execute relevant documents relating to new and existing tenancies.
* Lead on the process of new creative tenants arriving, moving or leaving properties, handing over at the appropriate time to the Creative Workspaces Manager: Contracts.
* Carry out tenant reviews and property inspections in conjunction with the Creative Quarter Manager.
* Carry out rent reviews in conjunction with the Creative Quarter Manager.
* Take part in weekly reviews of the Creative Quarter and contact any tenants regarding issues with rent
* Identify any ongoing tenant issues and work alongside the Creative Quarter Manager to resolve any problems.
* Lead on the planning and delivery of events and marketing campaigns in conjunction with the Communication and Marketing Manager.
* Lead on the delivery of tenant support and business development

**Support Responsibilities**

* Support ad hoc requests for property maintenance and arrange with contractors for the work to be carried out.
* Support the maintenance of all records in relation to payments made and income received from tenants and the payment of bills relating to property.
* To undertake such duties as may be required to successfully realise the purpose of this role and in support of the aims and objectives of Creative Folkestone.
* Contribute towards the day to day running of Creative Folkestone and adhere to its policies.

**Terms and Conditions:**

Full conditions are as per the written statement of employment.

|  |
| --- |
| **Person Specification** |
| **Skills, experience and knowledge*** Proven experience in managing positive customer sales relationships
* A knowledge of Tenancy Agreements and Commercial Leases a benefit
* An understanding of the needs and expectations of commercial and residential tenants
* Experience of organising events and marketing
* Experience of working within the retail, business or residential property sector
* 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
* Have an arts background (non-essential)

**Attributes*** 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
* Committed to Folkestone’s regeneration through the arts
* Flexible approach to working within a busy and demanding environment.
* 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, your CV and any subsequent interview; and that you understand that withholding or misrepresenting information may be grounds for dismissal.

Signature: Date:

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

**SECTION 3:**

**WE’D LIKE YOU TO PROVIDE A PERSONAL STATEMENT ABOUT WHY YOU ARE INTERESTED IN BEING THE CREATIVE WORKSPACE MANAGER: CONTRACTS**

**AND WHAT YOU FEEL YOU CAN BRING TO THE ROLE.**

**YOU ARE INVITED TO RESPOND EITHER IN WRITING USING NO MORE THAN 1000 WORDS OR WITH A 2 MINUTE VIDEO/SOUND FILE.**

**SECTION 4:**

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

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact number: |
| 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 if relevant: | 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 |