

JOB DESCRIPTION

Job Title: Creative Networks Co-ordinator (0.6)

Context

Great West Creatives (GWC), the Creative Enterprise Zone (CEZ) in Hounslow, identifies a key geographical focus for London's creative economy with enormous and exciting potential for growth.

The zone extends from Chiswick Business Park in the east, through the diverse economy and communities of Brentford and along the 'golden mile' with the European headquarters of Sky, going through to other major businesses such as GSK in the west of the zone.

Great West Creatives is a consortium which includes the London Borough of Hounslow, Watermans (the arts centre for West London), and Creative People & Places Hounslow (CPP), a programme to develop arts engagement.

Watermans is located at the eastern end of the London Borough of Hounslow, and it plays an important role in both local and regional arts provision. The borough has an ethnically, socially and economically diverse population, and Watermans policies reflect the Centre's commitment to meeting the artistic needs of the local and wider communities it aims to serve.

Working Principles of Watermans

Watermans is operating in a rapidly changing environment which is both exhilarating and demanding. All our staff must be committed to a common set of principles and to sharing key ground rules:

1. Providing a high quality, exciting and coherent programme is at the heart of Watermans artistic policy
2. The needs and aspirations of audiences and users are key to informing and inspiring all aspects of Watermans work
3. We operate as an Equal Opportunities employer and equality both in the workplace and in service delivery is given the highest possible priority.
4. We operate as a team. Each member of staff needs to be able to give and to take feedback.
5. Planning, monitoring and evaluation are collaborative activities: we all have a role to play in them.
6. We are committed to working collaboratively with external partners, including other cultural providers; local authorities and the regional and national arts funding system.
7. We are willing and open to incorporating relevant change into our working practices. Sometimes this means initiating change ourselves and sometimes it means responding to changes in our work environment.

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Purpose of Post

- To be a catalyst for a thriving Creatives Network that draws together artists, private-sector creatives, independents, and large corporations, drawing on links from the CPP programme and working collaboratively with local communities, and sector partners.
- To develop a methodology and database to identify and recruit creatives and businesses in the GWC CEZ and across the Borough.

Responsibilities

1. To develop the Creatives Network, including developing strategic links with key industry stakeholders.
2. To devise and deliver imaginative engaging and relevant networking activities to develop connections with cultural practitioners and the wider creative industries.
3. To manage and support the “Communities links and socially inclusive places” working subgroup of the Consortium, including relevant reporting back to the Consortium and funders as appropriate.
4. To devise and develop appropriate systems for database management, ensuring full compliance with relevant data protection legislation.
5. To play a proactive role in the CPP programme.
6. To identify local skills and development needs for the sector.
7. To maintain effective relationships across the Consortium, especially with the GWC programme lead, reporting on progress against targets.

Responsible to: Programme Manager, Creative People and Places

Responsible for: -

Notes: This is a fixed-term, part-time role, based within the Creative People & Places Hounslow team at Watermans. Some local, regional travel will be required.

Key Relationships

- GWC Consortium and working groups
- CPP Hounslow team and network
- LBH Heritage & Arts team
- Creatives Network
- Industry stakeholders
- Cultural practitioners and other relevant individuals
- Funders

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PERSON SPECIFICATION

Essential Experience and Attributes

1. Demonstrable experience of collaborative work with internal and external stakeholders, building good relationships
2. Demonstrable working knowledge of the creative industries.
3. Project management and project support experience.
4. Ability to maintain up-to-date information on all projects and their resources
5. Skilled facilitator of thriving empowered networks.
6. Working knowledge of business and ICT administration
7. Experience in managing relationships to deliver outputs on time
8. Ability to prioritise, to work well under pressure, and to adapt to new situations.
9. Strong verbal and written communication skills, including drafting of clear accurate reports and the presentation of complex information in accessible ways.
10. Excellent interpersonal skills and the ability to work effectively and professionally with and balance the competing demands of different stakeholders.
11. Ability to work positively as part of a team to ensure consistent good practice.
12. Ability to operate at senior levels with highly developed influencing and persuading skills.
13. Competence in use of IT, especially database design and management
14. High degree of personal responsibility.
15. Confident personable networker

Desirable Experience and Attributes

1. Knowledge of London Borough of Hounslow and/or West London
2. Experience in working with creatives

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