



Job Description: Celf Space Business Development Officer

Base: Centre Celf, Tremont Road, Llandrindod Wells, LD1 5EB

Hours: 14 hours a week over two days

Salary: £14.46 per hour

Duration: Fixed term contract until 31st March 2021

Probation Period: One month

Accountable to: Celf o Gwmpas Trustee: Celf Space portfolio holder.

Context

Celf o Gwmpas is an arts charity based in Llandrindod Wells, Powys. We run arts projects and classes for targeted groups, such as people with learning disabilities and those living with dementia as well as classes and activities open to all.

Our Celf Spaces project.

Celf Spaces is a 'meanwhile spaces' project. Meanwhile spaces are vacant retail or office spaces often in shopping centres or town and city locations. When the premises are vacant landlords still have to pay the full rateable charge whilst not gaining any rental income. If however the premises are wholly or mainly occupied by a charity, they can claim rate relief. A proportion of the savings they make is paid to the charity.

In other parts of the UK (see Edinburgh Printmakers) arts organisations operate similar projects by becoming the 'occupying charity'. They then offer the premises, at very low cost, to creative people or organisations local to the premises. The people occupying the premises become members of the charity.

Scope of the post.

The role is to take over our embryonic Celf Spaces project and take it forward so that the project develops across Wales and potentially bordering areas and becomes:

- 1) A significant income stream for Celf o Gwmpas
- 2) The lead provider of Meanwhile Spaces in Wales for creative practitioners

The majority of your working time can be home-based, however you will be required to attend in-person meetings at Celf o Gwmpas at times, particularly at the start of the contract.

Travel expenses are paid for visiting properties. The start and end point for claims will be agreed with you and will form part of your contract, depending on where you live and how much home-based work time is agreed.

This post is for 14 hours a week. You will work as part of the wider Celf o Gwmpas team and will be expected to work confidently on your own. This is a new project and new way of working for Celf o Gwmpas and you will be responsible for briefing Trustees and colleagues about any matters pertaining to the development of this project that fall outside our traditional charity model.

Tasks and responsibilities.

- Being the main contact for the agents: Hammond Associates
- Visiting (generally on your own, occasionally with a Trustee or other team member) vacant premises anywhere in Wales or bordering areas to assess their suitability to become Celf Spaces
- Making connections with creative people, makers, artists, dancers, theatre practitioners, educators, Art Centres, college courses etc. etc. within the geographic area of appropriate vacant premises
- Inspiring local creatives as above to recognise the potential benefits to them of taking on a Celf Space
- Building lists and developing regular contact
- Creating content for the web site and to print to explain the concept and inspire potential occupiers
- Following through on all administration required for successful occupation, such as liaison with the agents, contracts, memberships, payments and other necessary records
- As required scheduling and completing all administration for follow-on occupiers – such as touring exhibitions
- Reporting and liaising as required within Celf o Gwmpas
- Following Celf o Gwmpas standards and policies
- Upholding and supporting our work, with particular regard for our Welsh Language and Equalities and Diversity Policies and improvement plans.



Celf Space Business Development Officer - Person spec.

Essential: Skills and experience:

- Business development – experience in developing or running a successful business either as a stand-alone or as part of a larger organisation.
- Up to date marketing knowledge and experience
- Experience of liaising with a wide range of people to develop and maintain a project or business at a regional level
- Experienced at networking and building contact lists.
- Effective at building on contacts and connections.
- Experienced and competent in maintaining systems for recording all required information. (We will be setting up a new CRM)
- Competent at managing basic business financial records
- Experienced at working within a team setting
- Experienced in reporting work within a management structure.
- Systematic and efficient administrator with proven project management skills.
- Proficient and comfortable with social media.
- Excellent communicator.
- Willing to work to Celf o Gwmpas' policies and values, including our Welsh Language and Equal Opportunities policies
- Willing to learn (if necessary) basic Welsh greetings and pronunciations.
- Clean driving licence and regular access to a vehicle.

Essential Qualities:

- Outgoing and confident
- Confident and enthusiastic in making connections with others
- A 'can do', proactive, problem-solving approach.
- Confident working alone and as part of a team, recognising the different and at times competing priorities in a team.
- Able to work within a wider structure – this project will serve the needs of the charity and the work will integrate with the wider team and work plan.
- Able to enthuse and inspire others – in this case so that potential occupiers (see project description) recognise the benefits to themselves.
- Confidence in being accountable to Celf o Gwmpas Trustees
- Supportive of The Arts
- Willing to learn to adapt to working in a Third Sector organisation

Desirable:

- Welsh speaking – from basic greeting level up.
- Experience of working in the Arts



Cyngor Celfyddydau Cymru
Arts Council of Wales

**ARIENNIR GAN
Y LOTERI
LOTTERY FUNDED**



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Patron: Caroline Tate, Artist
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