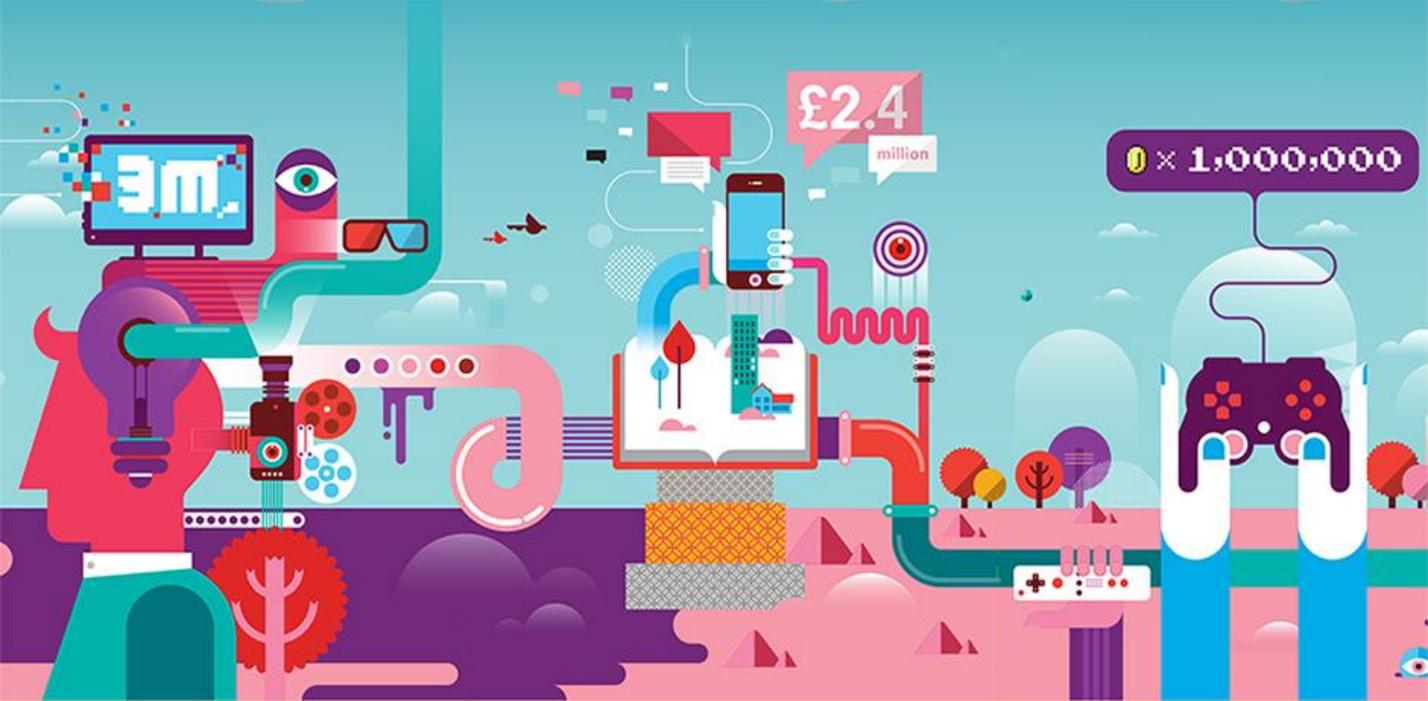


Creative England Recruitment Pack



Investment Manager

Creative & Digital

This pack will provide you with the information required to assist you with your application.

Contents

1. Job Advert
2. The Package
3. How to Apply
4. About Creative England
5. Job Description
6. Person Specification

1. Job Advert

This is an exciting time to join Creative England - we have a strong established presence in the creative sector and are now entering our next period of growth. We are now looking for an Investment Manager to work closely with businesses already in receipt of investment and/or loans from Creative England and those who are looking to benefit from future investment. This is a client-facing role and we are looking for an individual who has a track record of raising investment and commercial experience of working in the creative, media and or digital industries.

You will work with investee companies and a wide range of partners, sponsors and organisations from private sector businesses, investors and fund managers through to universities and national public bodies. Your core objective is to manage Creative England's business investment portfolio, add value and help investee companies to grow.

The ideal candidate will have had some previous consulting/advising experience, a track record in securing growth funding. If you are an excellent communicator with the ability and capacity to use your skills and contacts to help companies grow, Creative England wants to hear from you!

CONTRACT: Flexible (initially 1 year)

SALARY: up to £50k dependent on experience

LOCATION: Flexible

DEADLINE: rolling

INTERVIEWS: tbc

Previous Applicants need not apply

Creative England promotes cultural diversity and equal opportunities for all



2. The Package

The salary for this role is between £45-50k pa with OTE potential. Creative England is willing to negotiate freelance contractual terms for the right candidate.

3. How to Apply

Please apply by CV and cover letter, ensuring that you meet the criteria set out in the person specification. You should also include your contact details and details for two employment references (preferably emails). These referees may be contacted prior to interview unless you specify otherwise.

You should email your application to jobs@creativeengland.co.uk or post (registered only) FAO Caroline Hinds, HR & Operations Manager, Creative England, The Greenhouse, Pod 52, 111 Broadway, MediaCityUK, M50 2EQ. The deadline for applications is open until further notice.

It is company policy to only contact shortlisted candidates. If you have not heard within 1 week of the deadline, please consider you have been unsuccessful in securing an interview.

Interviews will be ; exact date and location tbc

Previous Applicants need not apply



4. About Creative England

Creative England invests in and supports creative ideas, talent and businesses in film, TV, games and digital media. We aim to grow the brightest, the best, and those with the most promise so that individuals and businesses can achieve their full creative and commercial potential. We help identify future opportunities to grow the economy and generate jobs.

With offices in Salford, Birmingham, Bristol, Leeds, Brighton, Sheffield, Pinewood and Elstree Studios, we are a national agency with strong local and regional links.

What we do?

- ✓ Grow talent and businesses
- ✓ Address market failure and raise ambition
- ✓ Build the right climate for creative industries to thrive

Why we do it?

Because England's creative businesses are already a big success. They generate jobs, profile and value. They drive innovation. We can help raise their ambition further. But some are under-capitalised and under-skilled. They need better access to mentoring, infrastructure, business planning, finance, markets, new ideas and wider networks. We help provide it. And because there is a damaging inequality of access to these things between London and the rest of the country, talent is wasted, opportunities are lost. We believe London's world position should benefit the whole country

For more information on the company and our activities in other creative sectors:

www.creativeengland.co.uk



5. Job Description

MAIN AREAS OF RESPONSIBILITY

Identify potential investment companies and support them through the Creative England investment process.

Work with investee companies to help them grow and scale their business, using your knowledge and successes in raising investment funds.

Undertake business needs analysis and diagnostics including: finance; skills; IP rights; commercial & marketing; identify business development issues and suggest options.

Provide advice and guidance to companies looking to access Creative England's funds and programmes

Advise and support internal decision-making with regard to Creative England funds.

Develop ongoing relationships with other finance providers and secure funds to maximise opportunities for Creative England.

Build and manage good working relationships with digital and creative companies, business angels, private investors, investment funds and relevant networks.

Utilise expert knowledge of the sector to influence the development of sector activities and to encourage referrals to other Creative England services.

Connect businesses to other team members within Creative England and external partners who can help their growth prospects

All staff must develop Creative England's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the core areas of responsibility at the time of writing.

What are we looking for?.....

- ✓ Experience of working with investment funds and companies seeking investment.
- ✓ Demonstrable experience of raising investment funds
- ✓ Demonstrable understanding of the digital and creative media sector, its strengths and weaknesses and its evolving business support environment
- ✓ Demonstrable understanding of Intellectual Property Rights and how to commercialise Intangible Assets
- ✓ Demonstrable experience of relationship building and management in a relevant private or public consulting role, fund management or banking firm.
- ✓ Desirable - Experience of the financial services industry
- ✓ Good understanding of relevant regulatory and legislative rules
- ✓ Good understanding of performance measurement techniques
- ✓ Ability to work effectively at all levels within a business, adding value at all levels.
- ✓ Ability to influence others and secure buy-in to the aspirations of Creative England.
- ✓ Ability to generate and promote ideas in order to support the development of the digital and creative media sector
- ✓ Excellent communication skills, both verbally and in writing.
- ✓ Marketing and/or e-commerce experience.
- ✓ Ability to initiate and manage a range of projects
- ✓ Strong interpersonal skills with the ability to develop productive working relationships both internally and externally.
- ✓ Passionate about business support and sector development and keen to share best practice across the Digital & Creative Sector.
- ✓ Demonstrable experience in a similar role within a digital and/or creative media business environment.

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