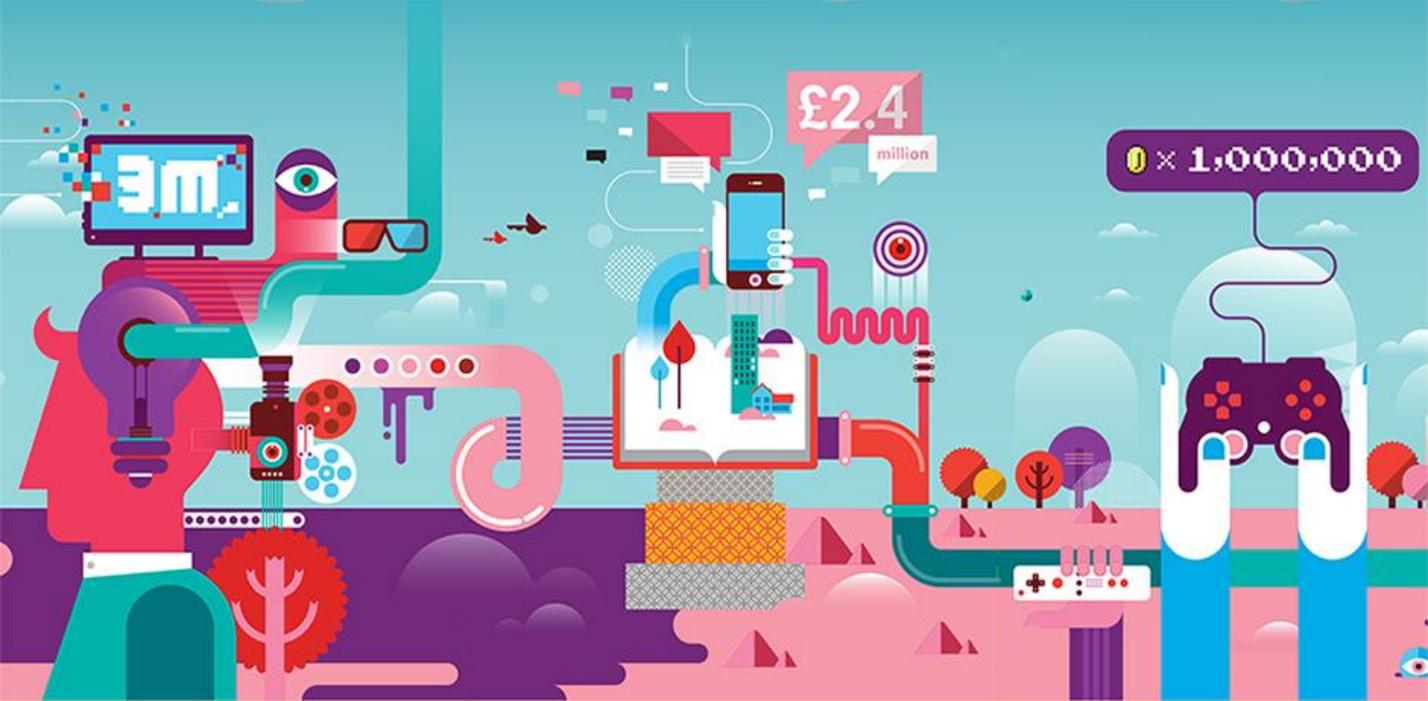


Creative England Recruitment Pack



Investment Assessor

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

Contents

1. Advert
2. Fee/Contract
3. How to Apply
4. About Creative England
5. Service Specification
6. Person Specification

1. Advert

Creative England is looking for assessors from the Games, Film or Digital industries to join its pool of experts.

Using expertise and knowledge of the industry, assessors will score applications for Creative England investments across related programmes. Applications will vary depending on the appropriate investment programmes; from feature film script reviews to business loan applications. Successful candidates will join a pool of assessors which our in-house team can call upon to assess online applications from our film, games or digital business programmes. Expert assessors will be given access to Creative England's bespoke online application system to complete all relevant assessments.

We are looking for reputable well connected industry professionals with the ability to scrutinise and report. To join our assessor pool you will need to meet some of the following criteria:

- ✓ Experience of assessing funding applications, primarily in the creative sector
- ✓ Experience working for or within the Film, Games or digital industry
- ✓ Experience working in IP or media law
- ✓ Experience working as a financial advisor

Do you have the experience and skills to join our pool of experts? If you match our requirements and would like to join our pool of professional assessors then Creative England would like to hear from you!

Creative England promotes cultural diversity and equal opportunities for all



2. Fee/Contract

This is a freelance offer; you will be paid £100 - £150 per application, depending on the fund.

Location: Online

3. How to Apply

Please apply by CV and cover letter, ensuring that you meet a majority of the criteria set out in the person specification. You should also include your contact details and details for two business references (preferably emails).

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 Monday 18th May (midday).

No late applications will be accepted.

You will receive an acknowledgement email within a few days. You will then be contacted by mid June 2015 if you have been shortlisted.

It is company policy to only contact shortlisted candidates, we do not provide feedback at application stage.



4. About Creative England

Creative England is dedicated to the growth of the creative industries. We invest in talented people and their creative ideas, nurturing our richly diverse games, TV, film and digital media industries. From direct investment and soft loans to business mentoring; we champion the best ideas of talented people and their businesses.

With offices in Salford, Birmingham, Bristol, Brighton, Sheffield, Pinewood and Elstree Studios, we are a national company 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. Service Specification

Creative England follows a rigorous investment process whereby applications are assessed by Creative England and industry experts. Using expertise and knowledge of the industry assessors will scrutinise applications for Creative England investments across related programmes.

Applications will vary depending on the appropriate investment programmes; from feature film script reviews to business loan applications. More details of our funding programmes can be found on our website <http://www.creativeengland.co.uk/>.

Our in-house team will call upon assessors to review online applications from our film, games or digital business programmes. If successful you will be given access to Creative England's bespoke online application system where you will be expected to complete an assessment report and make a recommendation.

As an assessor you will be required to sign a non-disclosure agreement to ensure confidentiality.

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

What are we looking for?.....

PERSON SPECIFICATION

We are looking for reputable well connected industry professionals with the ability to scrutinise and report. To join our assessor pool you will need to meet some of the following criteria:

- ✓ Experience if assessing funding applications, primarily in the creative sector
- ✓ Demonstrable understanding and experience in due diligence
- ✓ Experience of advising start-up businesses on funding opportunities.
- ✓ Experience working for or within the Film, Games or digital industry
- ✓ Experience working in IP or media law
- ✓ Experience working as a financial advisor

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and equal opportunities for all*

