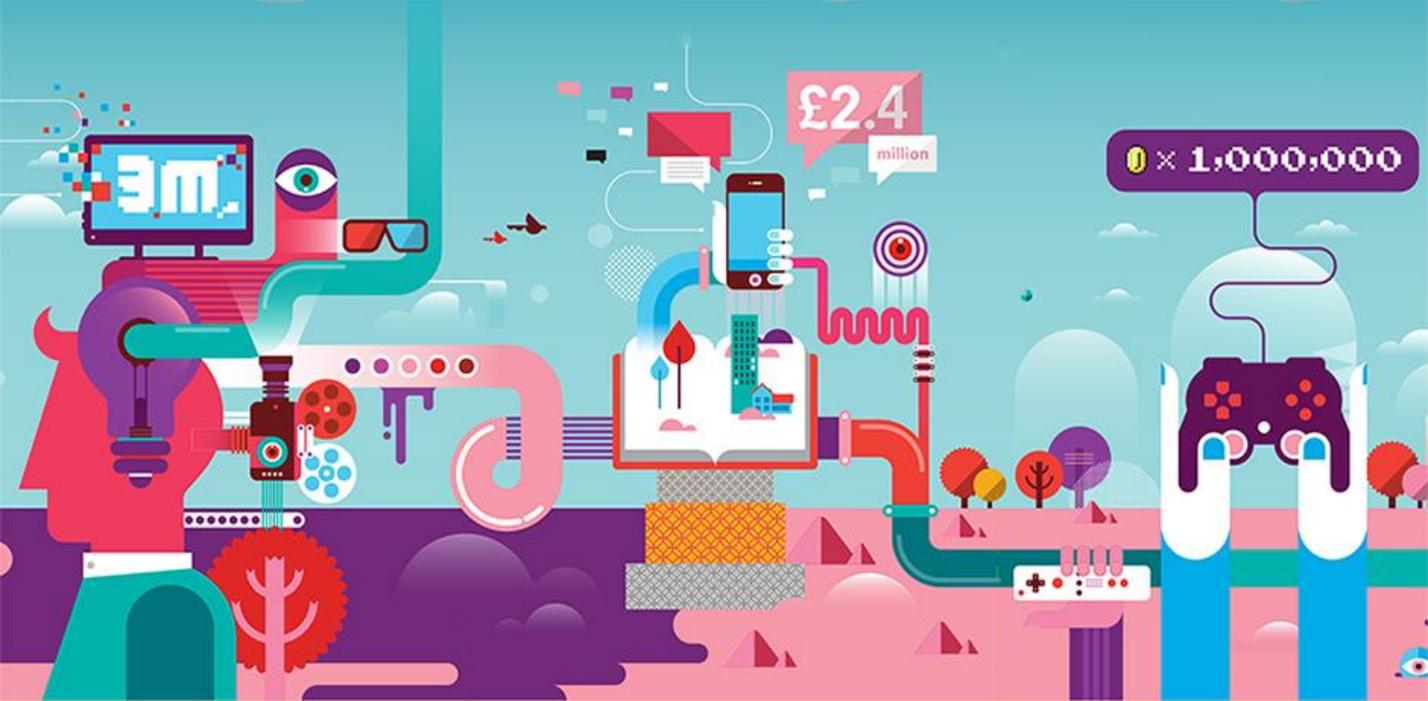


Creative England Recruitment Pack



Head of Games & Digital Media

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

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1. Advert

This is an exciting time to join Creative England - we are looking for a commercial and creative Head of Games and Digital to raise our games and digital output, develop new opportunities and invest in new ventures. Awareness of the latest gaming trends and cross media platforms would be ideal. You will work closely with the Director of Content to identify future partners and clients and win business that aligns with Creative England's objectives and values.

We are looking for someone who can think differently and blaze a trail in the industry! You will drive our Games offer forward with skills to develop commercial opportunities and generate revenues working collaboratively with our Director of Content; identifying new areas for partnerships and products.

You will have a strong background in games and digital media and can demonstrate you have the contacts and industry knowledge. The successful individual will be a brave self-starter, with experience in bringing creativity to life. You will lead a small team to deliver funding contracts, delivery and growth of our games and broader digital media offer.

If you have the energy, initiative and flair to get the job done Creative England wants to hear from you!

CONTRACT: Initial 2 year renewable

SALARY: Up to £55k dependent on experience

LOCATION: National

DEPARTMENT: Content

REPORTS TO: Director of Content

DEADLINE: Monday 1st February 2016 *(or sooner pending volume of applications!)*

INTERVIEWS: w/c 8th February 2016 *(exact date and venue tbc)*

Creative England promotes cultural diversity and equal opportunities for all

2. The Package

The salary for this role is up to £55,000 per annum dependent on experience on an initial 2 year contract which will be renewable subject to funding. The package also includes 25 days annual leave and 5% employer contribution to our pension scheme (pension eligibility after 6 months service).

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, Head of HR & Operations, Creative England, The Greenhouse, Pod 52, 111 Broadway, MediaCityUK, M50 2EQ. The deadline for applications is **Monday 1st February 2016** (midday). This date may be sooner subject to volume of applicants so we advise you submit your application sooner rather than later!

No late applications will be accepted.

You will receive an acknowledgement email within a few days. You will then be contacted by the 8th February 2016 at the very latest 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 film, TV, video games and digital media industries. We support talent, offer investment and loans to companies and champion the best ideas of talented people and their businesses.

In our four short years we have grown our turnover and expanded our portfolio substantially. We are a not-for-profit company with a strong commercial ethos and we expect our past level of expansion to continue. We are looking for an ambitious self-starter who aligns with our aims and objectives and who has both the creative and commercial acumen to manage our games offer.

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

Design and deliver Creative England's services to the Games and Digital Media sector.

Secure strategic and corporate partnership and raise the necessary funding to maximize opportunities for the sector

Actively engage with games and digital media businesses, manage client relationships with small and large employers in the sector and trade associations such as TIGA and UKIE.

Provide advice and guidance regarding investments and loans from Creative England's funds and programmes into individual games and digital media companies.

Oversee delivery of Creative England's GamesLab programmes and projects

Assess investment proposals from games and digital media companies to support the growth of those businesses

Work closely with the Director of Content and other members of the senior management team in determining the key objectives for this sector and delivering on these objectives.

Seek and maintain effective key partnerships with other commercial and public sector partners

Support knowledge-sharing and innovation across the diverse creative industries

Engage with the wider media industry, building networks, and seeking collaborative opportunities at a national and international level

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Job Description Continued...

Manage relevant investment and act as our expert on all matters relating to games and digital, providing informed advice and guidance to appropriate staff and where relevant input into the wider policy agenda for the development of the sector.

Represent Creative England at relevant events and act as an advocator for the games and digital content sectors.

Perform any ad-hoc tasks or duties as assigned by the CEO or Director of Content which are reasonably within the competencies of the post holder.

Ensure Creative England meets all its statutory requirements in relation to the Data Protection Act and Freedom of Information

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 main areas of responsibility at the time of writing.

This role is part funded through ERDF

What are we looking for?.....

PERSON SPECIFICATION

- ✓ Extensive demonstrable practical experience at senior level in the games and/or digital content sector.
- ✓ Extensive knowledge and expertise in the field of digital content production
- ✓ Detailed understanding of the changing markets in which games and digital content companies currently operate
- ✓ Commercial skills including the ability to evaluate business plans, assess financial information and to assess risk value
- ✓ Experience of designing and implementing strategic plans within the sector.
- ✓ Track record of partnership working
- ✓ Credible and relevant contacts across the sector.

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