

INVESTMENT MANAGER
North of Tyne, Culture & Creative Fund

THE ROLE

Creative England and the Creative Industries Federation joined forces in 2020 and are now part of the Creative UK group. We are the network for the Creative Industries, and we know that connection changes everything. Our overarching mission is to leverage the economic, social and cultural value of the UK's creative economy to build prosperity and bring communities together. We are committed to building a team that represents a variety of backgrounds, perspectives, and talents.

Creative England has been awarded funding from the North of Tyne Combined Authority (NTCA) to deliver on the Culture and Creative Fund. With a close network of partners our aim is to support creative individuals and creative and cultural businesses to new revenue-generating cultural and creative products and services; diversification into new forms of practice; and the development of new business models

As part of Creative UK wider investment team and working in North of Tyne Combined Authority area, our Investment Manager will work closely with SME's, organisations and freelancers in the North East. Based in North of Tyne, our Investment Manager will engage with investee companies and a wide range of partners, sponsors and organisations. Your goal will be to drive a wide business investment portfolio in the North East to enable creative individuals and creative and cultural businesses to flourish post the current crisis.

The ideal candidate will have demonstrable knowledge of the creative and cultural sector and its investment landscape. We are especially interested in people who have brought significant change and improvements to the places they have worked. You must be determined, have the ability to build strong relationships; and the drive to use your growing knowledge and contacts to help companies move their business to the next stage.

This is an exciting opportunity to deploy your investment management skills and invigorate the North East creative sector at a challenging time in the creative industries. Come and join us!

LOCATION: North of Tyne, exact location TBC (*home working until post-Covid*)

CONTRACT: Full time employment, fixed term until March 2023

SALARY: £35,000 + benefits

TO APPLY: Email CV and cover letter* to jobs@creativeengland.co.uk by 31st March 2021. Interviews will take place by VC w/c 12th April 2021 or w/c 19th April 2021 *You also have the option to submit a short up to 3-min video to replace or compliment your cover letter. This should tell us why you are suited to the role, your motivations and anything else you'd like our panel to know!*

KEY RESPONSIBILITIES

Network and develop relationships within the North East creative, investment and professional services ecosystem in order to find the best investment prospects.

Be an integral part of Creative UK investment team and ensure understanding of company's investment activities, process & procedures, and portfolio as appropriate.

Establish and manage the loans and grants process in line with Creative England's existing system
Evaluate and filter deal opportunities through a detailed due diligence process

Provision of advice, consultancy support, mentoring, peer to peer support, and support for SME's, organisations and freelancers

Manage and support a portfolio of clients, monitoring the social and financial performance of existing investments and reviewing management information and compliance with covenants

Promote the Culture and Creative fund externally, including attending events, networking, making presentations and building relationships with key stakeholders

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

Provide advice and guidance to companies and Freelancers looking to access investment

Work with investee companies and Freelancers to help them grow and scale their business.

To undertake any other duties as may be reasonably required.

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

This role is funded through the NTCA Culture and Creative Fund

Required experience, knowledge and skills:

- Knowledge of the creative and cultural sector and its investment landscape
- Knowledge and experience of SME investments
- Knowledge or experience in developing investment programmes for SMEs (including assessment and decision processes, and monitoring)
- A strong grasp of financial governance and ability to read and review financial information such as P&L, Balance Sheet and cashflows
- Strong analytical skills and data-driven thinking
- Experience of relationship and partnership management
- Ability to present and communicate effectively with people at all levels.
- Experience of using MSOffice, CRM
- Knowledge of GDPR (desirable)
- Commitment to the principles of D&I and its practical application
- A keen eye for detail and to ensure high standards whilst working under pressure
- Ability to travel around the North of Tyne combined authority area (once covid restrictions allow)
- Willing to travel nationally if required (once covid restrictions allow)

Personal qualities:

- **Knowledgeable** – knowledge and keen interest in using data and relationships to drive success
- **Skilled communicator** – the ability to communicate effectively with people at all levels
- **Positive, hard-working and head-strong** – outgoing, confident and keen to contribute to a productive team environment at a very fast and demanding pace.
- **Proactive**- an innate drive to seek opportunities and improve processes
- **Reliable** – with an ability to adapt to constantly developing circumstances and challenges and able to prioritise effectively.
- **Analytical**- an ability to see trajectories and connect the dots
- **Keen attention to detail and accuracy**- particularly when producing reports and providing statistical data
- **Diversity and Inclusion**- Demonstrable commitment to the principles of D&I and it's practical application and integration for programme delivery

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

Creative UK promote cultural diversity and equal opportunities for all