



## Baltic Creative CIC Director Role Description

<b>Job Title:</b>	Director of Baltic Creative
<b>Salary:</b>	Voluntary, Non Executive (expenses covered)
<b>Time Commitment:</b>	Minimum of 3 hours each quarter (equivalent to one afternoon every 3 months). Potential maximum of 3 hours per month at intensive development points, to be agreed in advance.
<b>Responsible to:</b>	Baltic Creative Board
<b>Responsible for:</b>	The strategic development of Baltic Creative CIC
<b>Primary Purpose:</b>	To be part of the Board of Directors for Baltic Creative CIC and inform strategic direction and strategic decision making in the development of the business Baltic Creative CIC. This will involve a degree of liaison with partners. The primary responsibility is to ensure the Business delivers it's stated Aims and Objectives wherever possible.

### Background

In response to the creative industries development programme in 2009, Liverpool Vision and partners conceived of Baltic Creative CIC to support a 'creative industries quarter' in the Baltic Triangle area of Liverpool city centre.

The plan was to entrust Baltic Creative CIC with the ownership and management of 45,000 sq/ft of derelict buildings in the area, previously owned by NWDA, for the benefit of the creative and digital sector.

The acquisition and fit out of these units and initial revenue support for the organisation was funded by NWDA and ERDF. A precondition of NWDA support was that Baltic Creative CIC could demonstrate it has an appropriate structure and board that includes the expertise to manage and develop property.

Baltic Creative has grown through development to now own and manage 120,000 sq/ft of commercial property specifically designed for the needs of the Creative and Digital Sectors. Our growth in recent years has seen us triple our commercial footprint but we have plans to grow still further. This growth will be delivered through additional footprint both within the Baltic Triangle and the wider Liverpool City Region.

Our CIC status ensures our profits can only be reinvested into our **Property**, our **Tenants** and the **Sectors** we serve. In order to support our growth ambitions we need a Legal Expert with experience in property matters and business investment and acquisitions.

## **Main Areas of Responsibility**

- Contribute to Baltic Creative CIC's strategic decision making in particular relating its Mission, Objectives and Key Performance Indicators.
- Attend and contribute to Quarterly Organisation Board meetings.
- Develop, commit to and promote the Organisation aims and objectives.
- Ensure the Organisation is viable and delivers its aims and objectives.
- Represent the Organisation at relevant events and functions in a positive and informative way.

## **Person Specification**

The key skills, experience and attributes that are required of the Baltic Creative CIC Directors are:

### **Experience**

- Experience of working in one or more of the following: property development and management; the creative industries; law; finance; digital based sectors.
- Experience of being part of a Board of Directors.
- Experience of working with other Merseyside based business leaders.
- Some experience of working with public sector agencies, particularly those involved in regeneration, property, business and skills development.

### **Knowledge**

- Knowledge and understanding of the principles involved in Organisation set up and management.
- Knowledge of the Baltic triangle area and related Merseyside developments.
- Some knowledge and understanding of the principles involved in sector or cluster development.
- Some knowledge of the Merseyside environment and a general understanding of the factors affecting the future development of the Liverpool City Region.
- Knowledge of managing a small to medium sized organization..
- Knowledge of the business support and skills development environment and the factors that influence the positive impact of these activities on the creative industries sector.

### **Skills**

- Excellent communication and presentation skills and the ability to advocate persuasively and knowledgeably on behalf of the Organisation and the wider sector.
- Dedication and passion about the development of the Creative and Digital sector locally, regionally and internationally.
- Dynamic in terms of approach and attitude.

## **Organisation Aims and Objectives**

### **Organisation Aim**

To provide an operational and strategic role in the provision of a range of managed workspace premises appropriate to the needs of creative and digital businesses. This provision will be particularly, but not exclusively appropriate to the needs of new creative and digital businesses and those businesses in the process of establishing themselves.

### **Organisation Objectives**

#### **Operational**

- To develop and manage the workspace premises through refurbishment and adaptation in accordance with various funding partners.
- To provide support facilities for creative businesses and ensure the provision of business development services.
- To foster networks, collaborations, and clustering activities between and amongst creative businesses.

#### **Strategic**

- To promote an environment that helps businesses project a high quality image and reputation to their customers and provides a creatively inspiring environment to work in.
- To work within this remit with stakeholders to develop and animate the Baltic Triangle area as a national and ultimately international centre for creative industries.
- To promote economic growth via increased business sales, new jobs, new businesses created and economic sustainability.
- To ensure activity complements and feeds into the existing sector infrastructure in the surrounding area.
- To demonstrate commitment to environmentally friendly systems and procedures in line with regional and national policies.