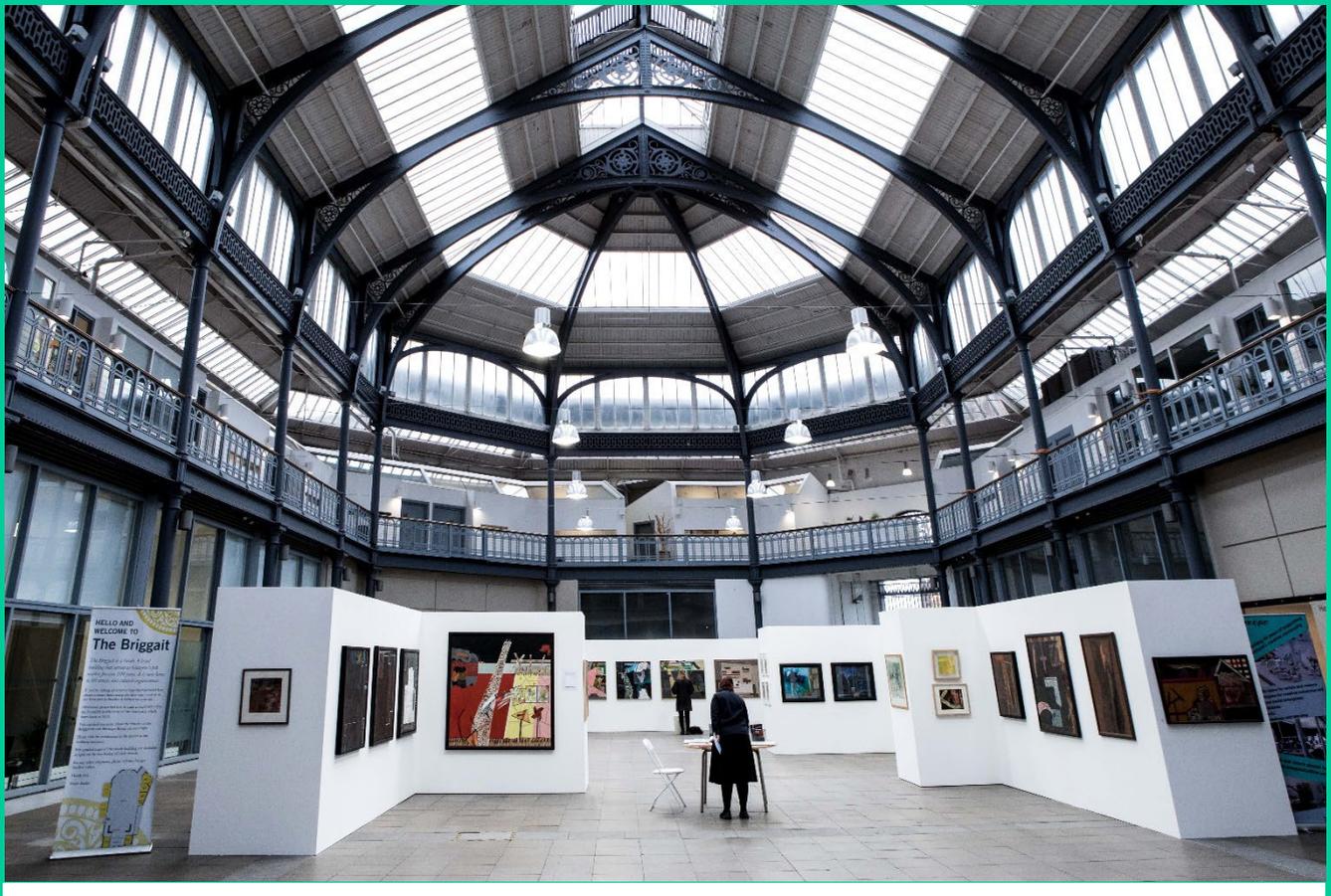


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# Funding & Partnerships Manager

## Job Information Pack

July 2022

Deadline – Friday 29 July 2022, 5pm

## Job Summary

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<b>Title of Post:</b>	Funding & Partnerships Manager
<b>Reporting to:</b>	Chief Executive Officer
<b>Direct reports:</b>	Funding & Partnerships Officer (PT)
<b>Liaison with:</b>	Projects, Arts, Finance, Property and Marketing Teams
<b>Salary:</b>	Circa £32,000
<b>Hours:</b>	35 hours/week
<b>Contract:</b>	Permanent
<b>Place of work:</b>	The Briggait, 141 Bridgegate, Glasgow, G1 5HZ

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We are **Wasps**, Scotland's leading not-for-profit provider of artists' studios and creative workspace. Home to Scotland's biggest cultural community, we develop redundant, historic buildings into beautiful facilities for artists and creative businesses, regenerating communities across Scotland.

Wasps is seeking a friendly, organised, and motivated Funding and Partnerships Manager to work with the team to engage with supporters, creative tenants and communities across Scotland to help Wasps deliver its core aims as a Charity and Social Enterprise - the creation of affordable studios and creative workspace, and opportunities for artists and creative industries across Scotland.

Wasps has been supporting the arts community for over four decades and has grown to become one of the UK's largest studio providers. Thanks to significant funds from public sector, private Trusts and Foundations and individuals, Wasps has just completed the £6m redevelopment of the Midmills Buildings in Inverness to create the Highlands' first major creative hub.

This year, the organisation is embarking on the second phase of works at our Head Office and largest Glasgow building, the beautiful A-listed Briggait. This £5m project will bring 1,200sqm of market hall space - currently vacant - back into use as an inspirational creative hub and Market Hall destination on the River Clyde. Having already secured £1.6m from the Scottish Government, later this year will see Wasps embark on an exciting process of capital development, community and supporter engagement, and relationship building to breathe new life into this iconic Glasgow landmark.

Please see the enclosed Job Description and Person Specification for more detail on the responsibilities and requirements of this varied, challenging and creative funding and partnerships role.

## About Wasps

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**Our mission** is to provide space and support activities in which creators can prosper

**Our vision** is to be an inspirational home for creative practice. Through activities and advocacy we will continue to deliver affordable spaces in which the broad artistic community can realise and share its talent and skills



Wasps has been supporting the arts community in Scotland for 45 years. We have grown to become one of the UK's largest studio providers. Wasps currently houses 1000 creative people, including 33 arts charities and 47 creative businesses across 20 locations, from the Scottish Borders to the Shetland Islands. Their work, in turn, touches the lives of thousands of people across Scotland and beyond.

Wasps' activities support the regeneration of communities across Scotland. We redevelop redundant, historic buildings and convert them into essential facilities for artists and creative industries, improving the heritage and economy of the communities in which they are based.

Wasps supports our creative community with an arts programme to support our creative tenants in establishing sustainable creative careers and enable them to engage with the public., Thus includes exhibition, workshop and residencies opportunities, along with professional development support, delivered across our eight galleries and two residency spaces.

Wasps is a financially self-sustaining social enterprise and we raise capital funding to support our development projects and arts programme, from a range of grant and sponsorship sources.

Wasps is proud to support the largest cultural community in Scotland.

[Download our Annual Report](#)

## Our People and Culture

### Our People

Wasps is managed by a small but dedicated team across Scotland. We currently employ 27 full-time and part-time staff, led day to day by our Senior Management Team, where the Funding and Partnership Manager plays a key part.

The majority of our team is based at our Head Office at The Briggait in Glasgow, but we also have smaller satellite offices in Perth and Inverness to manage key properties. This role will be based in Glasgow with opportunities to travel across Scotland.

The organisation as a whole is overseen by the Wasps Board, which consists of Trustees/Directors with members drawn from a variety of backgrounds, including property, the arts and finance.

[Read more about our staff and board](#)

### Equality, Diversity and Inclusion

Equalities, diversity and inclusion is central to what we do. We aim to champion diversity across all areas by supporting artists and creative practitioners in the buildings we manage and support the communities in which they are based; in our recruitment and our people processes; in our Board representation, accessibility and communications. We are proud of the diversity across our organisation and we know that there is always more work to do.

### Our Organisational Structure

The Wasps Group has three entities, which are overseen by a joint Board/Directors:

- The Wasps Trust - formed in 1993 to create a portfolio of property assets, owned in trust for the Scottish arts community and operated to the benefit of current and future generations of artists and the wider public.
- Wasps Ltd - fully owned by Wasps Trust, and leases the spaces created by Wasps Trust, at affordable rents, to artists, arts charities and creative industries. It also runs an artistic programme which includes open studios, residencies and exhibitions, in partnership with artists, arts organisations and cultural agencies.
- Wasps Creative Industries CIC - fully owned by Wasps Ltd., has helped develop commercial workspace within the group with profits reinvested in Wasps Ltd.

[Read more about our organisational structure](#)

## About the Role

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This is a unique opportunity to join Wasps Team to lead our creative fundraising and partnership campaigns. Reporting directly to the Chief Executive Officer, the role will lead on fundraising and partnership development for Wasps' capital development and revenue projects across Scotland.

Wasps has raised over £12m in funding over the past 7 years, from a variety of grant sources for our capital development programme, delivering 6 new studio and residency projects in that period. Working closely with teams across the organisation, this role will lead the successful fundraising campaign already underway for our latest project – The Briggait Clydeside Halls - a £5m redevelopment project due to start onsite later in 2022, as well as a range of other capital and revenue initiatives.

The Funding and Partnership Manager will oversee key aspects of capital and revenue fundraising and partnership development to achieve the delivery of a number of projects, in particular The Briggait Clydeside Halls project and our arts enterprise programme. The postholder will line manage a Funding and Partnerships Officer (Part-time) and will join Wasps Senior Management Team.

The duties of the role include:

- Creating and implementing compelling and innovative fundraising plans for capital and revenue projects, making relevant funding applications to secure funding from both private and public sources, including Trusts and Foundations.
- Managing existing relationships with partners and funders for projects, as well as other arts and social enterprise organisations. Identifying and building new partnerships across Scotland.
- Overseeing and monitoring claims and compliance activity as defined by the terms of funding and investment partners.
- Developing and implementing a framework for identifying and evaluating potential new income streams, including sponsorship opportunities.
- Assisting with the delivery of projects including strategic planning in preparing funding plans which will attract resources, funding and the commitment of partners.
- Devising a strong cultural, social and economic rationale for projects and building evidence to support it.
- Any other duties as instructed by the Chief Executive Officer.

## Person Specification

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### Essential Criteria

- Educated to degree level or relevant experience in a related position
- A proven track record of fundraising on capital and revenue projects
- Experience of working with funders and of preparing funding applications including Public Sector and Trusts and Foundations.
- Ability to present complex information in formats appropriate to a wide range of circumstances and audiences.
- Understanding of budgets and financial management

- Excellent administrative and organisational skills with the ability to develop comprehensive systems and procedures.
- Excellent interpersonal skills.
- Excellent communication skills (both oral and written), with the ability to communicate with a wide and diverse range of stakeholders in a format appropriate to each.
- Ability to efficiently manage workload and prioritise as appropriate to meet targets and deadlines.
- Ability to work well with internal and external colleagues, collaboratively and in a team-oriented way.
- Ability to form trusting partnerships with people and partners at all levels
- A basic understanding of the project management process and the key steps involved in delivering a successful capital project
- An interest in, and awareness of, current priorities in cultural, social and economic policy
- A creative thinker

## Key Information

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### **Probation:**

The appointment is subject to completion of an initial 6 month probationary period. During this period, the post will be subject to a week's notice on either side. At the end of the probationary period, either side requires to give two months' notice in writing

### **Hours:**

35 hours per week, Monday to Friday, with occasional evening and weekend work. No overtime is payable but time off in lieu is offered, in line with company policy. Flexi working can be considered, although core hours are 9.30am – 4pm.

### **Holidays:**

The holiday entitlement is 25 days per annum plus Scottish public holidays (as recognised by the Scottish Government / Glasgow City Council).

### **Pension:**

The post holder will be auto enrolled into Wasps pension scheme. There is an employer contribution of 5% (subject to minimum employee contribution, currently 3%).

### **Sick Pay:**

Wasps pay Statutory Sick Pay during all probationary periods. After this period, you will receive Company Sick Pay.

### **Location:**

This position will be based at Wasps' Head Office in The Briggait, Glasgow. However, work will involve travel to Wasps studios across Scotland, as required/requested by the Senior Management Team.

### **Travel:**

Travel may be required within Scotland and the rest of the UK. The post-holder will be reimbursed for reasonable expenses incurred on behalf of the organisation, including business travel.

**References:**

All offers of employment are subject to satisfactory references

**Right to work:**

Applicants must have the right to work in the UK

## How to Apply

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To apply, please send a CV and covering letter addressing how your experience and skills match the requirements of the role/person specification, along with the names, phone numbers and email addresses of two referees (one of whom should be your current or most recent employer) to [hr@waspsstudios.org.uk](mailto:hr@waspsstudios.org.uk). The subject line of your email should read 'Private & Confidential – Job Application (Funding & Partnerships Manager)

Applications must be received **no later than 5pm on Friday 29 July 2022**.

The combined application should be no longer than three sides of A4, and should be submitted in PDF or DOCX/DOC format. All applications will be acknowledged.

### Discussion about the Role:

If you have any questions or would like to talk to someone about the role or any aspect of the application, please send an email to:

Audrey Carlin – Chief Executive Officer – [audrey@waspsstudios.org.uk](mailto:audrey@waspsstudios.org.uk)

### Equality, Diversity and Inclusion:

Wasps is committed to equality, diversity, inclusion and a culture that values difference. We are passionate about providing the best possible experience for everyone. We welcome applications from candidates from all backgrounds and experiences, and particularly encourage applications from those backgrounds under-represented in our industry. The place of work is wheelchair accessible, and we are happy to consider flexible working arrangements.

### Checks and References:

All offers of employment are made subject to receipt of satisfactory references. Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK.

### GDPR:

By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Personal data will be managed in compliance with the General Data Protection Regulation (GDPR).

To request this document in an alternative format, email [info@waspsstudios.org.uk](mailto:info@waspsstudios.org.uk) or phone 0141 553 5890

The Briggait  
141 Bridgegate  
Glasgow  
G1 5HZ

[waspsstudios.org.uk](http://waspsstudios.org.uk)  
[info@waspsstudios.org.uk](mailto:info@waspsstudios.org.uk)

The Wasps Trust is a charity registered in Scotland (SC022115). Workshop & Artists Studio Provision (Scotland) Limited is a charity registered in Scotland (SC001351). It is also a company limited by guarantee registered in Scotland (SC062117). Wasps Creative Industries C.I.C. is a community interest company registered in Scotland (SC383609). The registered office for the above 3 entities is: The Briggait, 141 Bridgegate, Glasgow, G1 5HZ.