

Person Specification and How to Apply

CABN Advocate – Craft & Design

Scottish Borders: January 2019-March 2020

Deadline for applications: 5pm Monday 19th November 2018

CABN is looking for a new **Advocate for Craft & Design** to join a team of Advocates covering the following sectors/areas of work:

Visual Arts • Craft • Literature • Public Art & Community Engagement • Music • Creative Services • Place Making & Collaborations – incorporating Performing Arts

The Advocate's role will be to work closely with the other 6 CABN advocates, to provide input to and support the CABN programme of events and training, and by building links and networks to raise the profile of and opportunities around Crafts in the Scottish Borders.

Key to this role is that the Advocate is running their own business and is active within this particular sector, so understands the dynamics, demands, challenges and opportunities within their field. The role and hours are flexible, and the contract is offered on a freelance basis, allowing for the individual to work this role into their own professional life, and to be responsive to opportunities that arise.

The timescales for the post are between January 2019 - March 2020. 12 days are allocated for individual Advocate days within this period, (6 days per annum, @ £175 per day plus expenses). The Advocate's work programme will be jointly developed and agreed between the Advocate and Mary Morrison (Creative Leader, CABN). CABN has recently received 2 year funding from Creative Scotland's Open Project Funding scheme to deliver EVOLVE - a programme of activity and events between now and 2020. This is an exciting time to join the CABN project and influence the EVOLVE programme.

We are looking for someone who is highly motivated, well informed, and is a 'bigger picture thinker'.

Key to the role of the Advocates is that they are highly experienced creative professionals, and can inform, inspire and initiate activities. They have strong networks within their respective fields, and an understanding of the particular challenges and opportunities facing their sectors.

The activity of the CABN Advocates is determined by a 2-way process between the CABN Creative Leader and the Advocates themselves, as their knowledge and understanding of their own sector from grassroots level is vital to the relevance and direction of the CABN project. This has worked well in the past with the current team of Advocates, and means that the project can be clear about wider aims, but also be responsive to current developments, thinking and opportunities.

The role of the Advocate can include:

- Helping to develop and strengthen creative business networks and links
- Using these networks to encourage creative businesses to actively engage in the project by expressing their development needs, sharing their expertise and experience, and working collaboratively with other businesses

- Informing the design and delivery of support and events particular to their sectoral area, as well as working with the other Advocates and the CABN Team on cross disciplinary events
- Providing peer support through 1:1 Advice sessions to a small number of new and established businesses where appropriate
- Working with the CABN Creative Leader to ensure good practice and advise on project developments
- Promoting a clear understanding of the support available from CABN to businesses, and engaging in positive PR
- Undertaking minimal monitoring and evaluation of activities as required in order to measure progress and satisfy funding requirements
- Developing collaborative partnership working - both locally and nationally – as appropriate

Key Attributes

The key attributes we would require in an Advocate are:

- A proven track record of producing work to a high standard within their sector
- A clear understanding of the issues faced by businesses within their sector
- 'Bigger picture' thinkers
- A good awareness of the CABN project, aims and activities
- A good knowledge of the creative sector in the Scottish Borders
- Good networks and links locally and nationally, within their sector
- Evidence of having worked well collaboratively and in partnership with others
- Good communication and social skills
- Good IT Skills

It would also be desirable to have:

- Experience of mentoring or giving peer support to others
- Full driving licence

About CABN

CABN (Creative Arts Business Network) is part of the Creative Communities Team, Live Borders and develops the professional creative sector in the Scottish Borders through a diverse programme of support, and seeks to strengthen the sector by working towards longer term strategic goals.

Although the focus of CABN is on creative micro-businesses across all artforms, it also engages with, and provides support to sectoral organisations and community groups, and works with a range of partners to develop further opportunities.

CABN supports primarily through its core function as a Network – providing information relevant to the creative sector through the CABN website, weekly e-bulletin and Social Media: Facebook and Twitter. Also through:

- *Advice & Support - over the phone, face to face*
- *Bespoke Training & Events programme*
- *Developing opportunities and projects – eg residencies, grant award schemes for Visual Artists and Craft Makers*
- *Focus on supporting the development of creative spaces – venues and workspaces*

- *Advocating for the sector locally and nationally and raising the visibility of the sector more widely*
- *Partnership working – with local and national organisations*

CABN creates opportunities for the sector to come together - fostering connections, knowledge exchange and collaboration, developing skills, ambition, leadership and capacity. CABN raises the visibility of the sector in the region, enabling an understanding of the value of the sector – including its economic impacts - through advocacy, case studies and sharing best practice.

CABN is staffed by a part time (28 hrs per week) Creative Leader, Mary Morrison and a CABN Social Media and Projects Assistant Felicity Bristow (18 hours per week).

Key to the work of CABN are the Advocates - experienced practitioners in their fields who inform the design and the delivery of the CABN project.

CABN 2018-20

Live Borders has recently secured funding through Creative Scotland's Open Project Funding to deliver EVOLVE – an ambitious programme of support to the creative sector in the Scottish Borders over the next 2 years, to be delivered through CABN. The funding will enable us to provide a range of professional development support to individual businesses and organisations and to develop projects and new initiatives. Alongside a bespoke programme of training and networking events complementing the work of other agencies and groups, the **EVOLVE** project will include:

- *Small practice grants across a range of artforms*
- *Go and See fund*
- *Showcasing – including development of online blogs and case studies and bursaries to designer/makers to show work at national and international showcases*
- *Mentoring schemes, including the development of peer mentoring initiatives*
- *Literature Support Programme targeted at mid career writers with professional ambition and encompassing screen writing, self-editing and support to access on-line courses*
- *Creative Labs – including a collaborative 'words and music' residency*
- *Support to creative hub, workspace and facilities development*
- *Working with partners to support young people and progression into creative careers, including apprenticeships*
- *Reviewing and evolving the CABN model*
- *Establishing a new Creative Industries Working Group for the region*
- *Imaginative partnerships around health & wellbeing, regeneration and placemaking*

CABN also continues to administer and support the South of Scotland Visual Artist & Craft Maker Awards in partnership with Dumfries & Galloway Council, Upland and DG Unlimited.

Remuneration

The Advocate – Craft & Design will receive a fee of £2,100 for the equivalent of 12 days work (@ £175 per day), plus expenses towards approved travel and other outlays in connection with their role. This is offered as a freelance role, with flexible working hours, location and schedule.

Timescale

The timescale for the project is from January 2019-March 2020

Application Process

To apply for the role of Advocate you should submit the following:

1. A completed **Advocate – Craft & Design Application Form**

Including: Statement of 500-900 words max outlining what you could contribute to the role of the Advocate for Crafts; Contact details of 2 referees.

2. Curriculum Vitae

Please submit a current CV along with this application form

Applications should be submitted by email to: **cabn@liveborders1.org.uk**

or by post to:

CABN : Creative Arts Business Network

Live Borders – Creative Communities

St Mary's Mill

Level Crossing Road

Selkirk

TD7 5EW

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*For any questions relating to the application process or the role of Advocate – Craft & Design, please contact Mary Morrison on 01750 726400 or 07789 944993 or e-mail **mmorrison@liveborders1.org.uk***