



UPDATED 2 OCTOBER 2026

FUNDING AND DEVELOPMENT LEAD

Freelance commission brief and person specification

ORGANISATION	Creative Futures South West CIC
STATUS	Self-employed freelance contract for services; funded through Phase 2
LOCATION	Remote, with agreed South West travel where needed
TIME AND FEE	19.5 days at £350 per day; total fee ceiling £6,825
PERIOD	December 2026 to July 2027; within Phase 2 ending 31 August 2027
ACCOUNTABILITY	Board of Directors; financial review by the Finance Director when appointed

About Creative Futures South West

Creative Futures South West CIC connects further education, the creative industries and cultural organisations across the South West. We widen access to creative careers and create meaningful opportunities for young people aged 16–19. Our flagship ambition is a regional FE Creative Festival, with a Bristol anchor and satellite activity across the region in autumn 2028.

Role purpose

Lead the development of an achievable funding strategy for the 2028 festival pilot. This freelance commission forms part of Phase 2, the Arts Council England-funded development stage: mobilising colleges and partners, developing venues and the programme, and testing participation, curation and access through planned activity at Sparks and with We The Curious. Translate that evidence into fundable proposals and recommend the strongest mix of grants, sponsorship and partner support.

Key responsibilities

- Prioritise the full funding pipeline against project fit, eligibility, deadlines, available evidence and the 19.5-day commission. Make named funder approaches in the first month, coordinated with existing relationships.
- Shape and regularly review the funding strategy, assessing fit, eligibility, likely return, decision periods and available capacity. Recommend which opportunities to pursue, pause or replace as the programme and funding landscape develop.
- Use ACE and WECA as current priorities for assessment, alongside other suitable funders. The present planning assumptions are a WECA opportunity around January/February 2027 and an ACE submission around May 2027; confirm live opportunities and recommend changes where needed.
- Agree a realistic bid programme with the directors within the available days. Maintain a live pipeline rather than treating the existing prospect list as a fixed set of applications.
- Write a persuasive case for support combining artistic and cultural value with access, skills and progression, drawing on Phase 1 findings, student voice and Phase 2 activity.

Funding development and delivery

- Build application budgets and cash forecasts with the delivery leads. Separate confirmed cash, pending bids, prospects, in-kind contributions and support in principle; identify restrictions, match requirements and funding gaps.
- Coordinate support evidence with Corrina's FE and programme work and Anna's stakeholder, venue and employer relationships. Distinguish general support letters from written delivery or financial commitments.
- Refine the existing sponsorship proposition and case for support with Anna; quantify college and partner in-kind contributions without duplicating established approaches or claiming the same cost twice.
- Work with the Finance Director on affordability, realistic cost recovery, payment timing and risk. Present clear recommendations for Board approval before submission or acceptance of terms.
- Record submissions, decisions, conditions and next steps. Develop a route to continuing support beyond the pilot and hand over the funding pipeline and evidence for Phase 3.

Bid timetable and working days

Indicative days: Dec 3; Jan 3; Feb 2; Mar 3; Apr 4; May 2; Jun 1; Jul 1.5. Total: 19.5, including meetings, revisions and handover. Agree term-time dates and reallocations within the fee.

The separate delivery plan records current opportunities and milestones. Review it at the start of the commission and as funder rounds, evidence and partner commitments change. Named funders and dates are planning priorities, not guaranteed opportunities or an inflexible application schedule.

Expected outputs

- A prioritised funding plan covering the costed Phase 3 requirement, with owners, deadlines, status, restrictions and next actions.
- A target of at least two major applications submitted following Board approval and subject to eligible open rounds and a viable project. Where a route cannot proceed, provide a documented decision and replacement recommendation.
- A reusable case for support, refreshed sponsor proposition, quantified cash and in-kind match schedule, and application budgets reviewed for affordability.
- A complete record of applications, evidence, funder correspondence and a clear Phase 3 handover.

Person specification

Essential

- Evidence of successful funding bids to Arts Council England or comparable public funders, trusts or foundations.
- Strong evidence-based writing, budget development and the ability to translate programme plans into a convincing funder proposition.
- Understanding of restricted funding, eligible costs, cash and in-kind match, grant payment timing and avoiding double funding.
- Experience of maintaining a funding pipeline and delivering applications with limited days and competing deadlines.
- Collaborative working, sound judgement and a commitment to widening creative opportunities for young people.

Desirable

- Experience of combined-authority, skills, youth, vocational technology or South West funding routes.
- Corporate sponsorship development and relationships with arts, youth or creative-industry funders.
- Experience of a CIC, early-stage organisation, regional partnership or festival programme.

Working relationships and terms

The Board will nominate one commissioning contact. Corrina supplies programme and college evidence; Anna coordinates stakeholder letters, venue commitments and sponsor relationships. The Finance Director provides financial scrutiny and advice, rather than taking over application writing. Until that appointment, the Board retains oversight.

This is a self-employed freelance commission under a contract for services, not an employed post with the CIC. Ordinary fees are planned for month-end payment for work completed that month. Agree deliverables, day length, invoicing deadlines, payment terms, VAT treatment and authorised expenses before work starts. The working arrangements must reflect the agreed freelance basis. Fees cover agreed work within the £6,825 ceiling; additional days require prior written agreement.

The Fore is outside this commission. Additional or unrelated fundraising work requires separate approval and an eligible funding source. The role has no authority to commit the CIC to expenditure or funding terms without written delegation. All work must follow safeguarding, confidentiality, data protection and conflict policies; any DBS requirement will be assessed against the actual duties and legal eligibility.

Our approach to inclusion

We welcome different professional, cultural and lived experiences. Please tell us about any adjustments that would help you take part in the recruitment process.

How to apply

Send a concise expression of interest, CV or LinkedIn profile and examples of relevant bid work or outcomes to hello@creativefuturesouthwest.co.uk, using Funding and Development Lead in the subject line. Please indicate availability from December 2026. Closing date: Sunday 18 October 2026. Shortlisted applicants will be invited to a discussion; appointment is subject to references and an agreed contract.