

Swindon Culture Collective

Creative Spaces Development Officer - Role Profile

Job Title: Creative Spaces Development Officer

Employed by: Swindon Culture Collective CIC

Reporting to: Programme Director

Salary: £28,000-£32,000 pro-rata depending on experience

Contract: Fixed term 18 months (with possibility of extension)

Hours: 3 – 4 days a week (22.5 – 30 hours per week)

Holiday: 32 days including bank holidays pro rata

Pension: Statutory (3%) employer contribution

Role Description:

Role scope:

The Creative Spaces Development Officer will be responsible for supporting delivery of Swindon's new £1.3m Arts Council England National Lottery Place Partnership Fund programme. The Officer will take a leading role in delivery of the 'Creative Spaces' workstream of the programme including building links and partnerships with landlords to unlock new spaces for creative and cultural activity in Swindon, recruitment of cultural practitioners to occupy new spaces and providing community development support.

The successful candidate will be enthusiastic about this unique and exciting opportunity to contribute to a major new initiative focused on establishing Swindon as a centre of cultural excellence and inclusion.

About You

We are looking for an organised and efficient self-starter with excellent communication skills to work with diverse stakeholders to secure and activate new spaces for creative and cultural activities in Swindon. A team player and natural networker, you'll ideally have experience in either in community development work, property management or supporting social enterprises and start-ups.

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Responsibilities:

Delivery of the Creative Spaces workstream:

- Manage the delivery plan for the Creative Spaces workstream of the programme focusing on place-based cultural community-development
- Work closely with the Programme Director, Programme Manager and key stakeholders including Swindon Borough Council and local cultural organisations to determine strategic priority focus areas in-line with the overall aims and outcomes of the Programme.
- Lead on developing landlord relationships and identifying new potential Meanwhile Use, temporary, pop-up or long-term spaces for creative and cultural purposes.
- Create safe and suitable environments in any spaces secured for the purpose and needs of the organisation, in line with any pertinent lease agreements
- Use best business practices to manage operation of any spaces secured by Swindon Culture Collective
- Lead on the active engagement and recruitment of potential cultural and creative occupiers for spaces secured by Swindon Culture Collective
- Providing support to potential and recruited occupiers to get them to 'move in' stage
- Support the administration of commissioning processes for funds available to support creative practitioners in activating Creative Spaces.
- Work with the Progression Pathways Lead to secure, establish and recruit occupiers for a new Young Creatives Hub Meanwhile Space
- Develop a toolkit of resources to support Swindon-based creative and cultural organisations and individuals in realising future Meanwhile Use opportunities.

Supporting programme management

- Work closely with the Programme Manager to provide monitoring and evaluation data and support with reporting to funders

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- Reporting on delivery and KPIs to the workstream Delivery Group and project Steering Group

- Working with our bookkeeper/accountant and the Programme Manager on financial administration and monitoring programme spend

- Work closely with the Programme Director, Programme Manager and Steering Group to identify opportunities to delivery the aims of other workstreams through Meanwhile Spaces secured.

Relationships:

- Participate in Creative Spaces Delivery Group meetings, including supporting the Chair of the group in preparing and circulating documents, reports and action notes
- Work closely with the Programme Manager, Network Lead, Communications & Marketing Manager and workstream Delivery Group chairs
- Build relationships with creative, cultural and community organisations and individuals, social enterprises, local businesses and wider networks, including attending or organisation appropriate networking and information events

Other duties

- Maintain communication, report progress and store files and documents using agreed project management and communication tools e.g. Google Drive
- Attending meetings including monthly board meetings, team / working group meetings and any meetings relating to line-management or pastoral support.

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Person Specification

For this post you will need to have

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Knowledge and experience	
Essential	Desirable
Some experience of project management	Knowledge of Swindon
Knowledge of, or experience working with or in either social enterprises, community groups, creatives and / or not-for-profits	Some experience of property management/lettings or of managing cultural or community facilities
	Familiar with the concept of meanwhile space and / or community assets
	Experience of business, social enterprise or cooperative development and providing support
	Experience of developing and setting-up new programmes or projects
	Knowledge of monitoring and evaluation processes and experience of project reporting
	Experience of partnership development and working on multi-partner projects

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Skills and abilities	
Essential	Desirable
Excellent time and project management skills, including the ability to organise and plan your own work	Approachable and outgoing and a good networker
Excellent written and verbal communication skills and the ability to engage, and build rapport with a diverse range of community members and stakeholders	Good presentation or public speaking skills
Good computer skills with experience of using Excel spreadsheets, Microsoft word and cloud-based systems such as Google Drive.	
Attitudes	
Essential	
A commitment to values and identification or comfort with our ways of working:	
Progressive: A belief in collective action and having a passion for social enterprise and community-led development as a tool for social systems change	
Ethical: Making decisions about how we work together and use resources based on sustainability and our respect for the environment.	
Being committed to equality and addressing and increasing inclusion of under-represented groups in Swindon's creative and cultural sector.	
Co-operative: Listening and taking a collaborative and compassionate team working approach.	
Agile: Flexible, comfortable working autonomously and willing to 'hit the ground running'; excited by problem solving, noticing what needs doing and taking own initiative.	

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How to apply

Please send a CV and Cover Letter demonstrating your suitability for the role to hello@swindonculturecollective.org.uk

Deadline: 10pm Sunday 23rd November 2025

We are committed to promoting equality, diversity and inclusion in all aspects of our work. We welcome applications from candidates of all backgrounds, and we particularly encourage those from underrepresented groups to apply. At Swindon Culture Collective, we value difference, foster an inclusive culture, and strive to ensure that every colleague feels respected, supported and able to thrive.