



SET CENTRE CIO: Candidate Pack

Job Title: Property Partnerships & Acquisitions Manager

Overview

SET is an arts & community organisation and registered charity based in numerous centres across London. We currently have 11 centres, with around 500 affordable artist workspaces. We have 5 project spaces where we provide a programme of arts and educational events alongside 2 licenced venues.

SET operates a meanwhile use model; we negotiate the use of otherwise vacant property prior to development, demolition or sale. SET markets our occupation to property owners as a vacant property solution. We take on the running costs of vacant property, negating costs for owners, making a vacant property close to cost neutral. This enables us to deliver our charitable objectives, creating genuine affordable space for the end user. Without negotiating these agreements, we would have to pay rent, a cost that would be paid by the artists. Our summarised template occupation is:

- 18 months guaranteed, 3 months rolling after (buildings mostly go on for 3+ years)
- Zero rent
- SET covers 80-100% of empty property rates
- SET covers utilities

We don't accept less favourable meanwhile terms than the above as this is the minimum needed to operate a successful project, with genuine value to the artist using our services.

The issue with a meanwhile use model is that all current spaces we occupy will at some time come to an end. We therefore need to be proactively looking to expand as well as re-provide when centres close. SET is therefore looking for a **Property Partnerships & Acquisitions manager** to build new & manage existing relationships with property owners.

The objective of this role is to effectively, promote, present and sell SET's occupation as a charitable alternative to conventional property security and as empty property rates mitigation, pitching to private landlords, developers and local authorities, securing short, mid, and long-term properties.

SET is looking for an affable and charismatic candidate who loves networking, building long term fruitful relationships and representing SET. The ideal candidate must be adept at delivering a bespoke sales pitch, understanding that the interests and objectives of each landlord will differ. The candidate must thoroughly learn the unique way in which the organisation works and be confident in delivering our message.

SET is also looking to secure longer term projects by purchasing permanent centres, to be written into S106 agreements and/or to restore and utilise historical sites or publicly owned property to run alongside our meanwhile model and the role will also entail actively looking to fulfil this requirement.

SET

Contents

Overview	1
Job Description	2
Role Overview	3
Main Responsibilities	3
Candidate Specifications and Skills	4
Essential	4
Desired	4
Organisation Overview	5
SET's Goals	6
Application Process	7
Selection Process	7
Access	7

Job Description

Salary	£40k net (full time equivalent) with substantial bonuses on completion of deals.
Hours	Part time 20 hours per week minimum / or full-time negotiable
Term	12 months fixed term
Probation	12 month probation terminable on one month's notice by either party.
Reports to	Directors
Benefits	PAYE, Paid Lunch break, Holiday Entitlement (incl. Christmas period on top of hols and bank holidays), Pension Scheme (you can opt out if you wish to)
Location	Across SET Centres, SET's current main offices are at SET Woolwich & working from home. Lots of meetings in person
Additional	6 monthly reviews to discuss ongoing progress, address issues and re-evaluate objectives.

SET

Role Overview

Main Responsibilities

1. New Client Engagement (property owners)

- Engage new clients, creating a database of targets and scheduling follow ups.
- Establish and build a strong network of prospective clients.
- Make first contact on mass, cold contacting and setting up initial meetings.
- Build and maintain partnerships with Local authorities and government bodies.
- Identify and target large property portfolios.

2. Sales

- Present a professional sales pitch of our template occupation to prospective clients.
- Have a deep understanding of SET and be able to answer questions confidently.
- Sell our template Heads of Terms and broker beneficial deals (passing on final term negotiations to directors)
- Chase leads, follow through on sales and close deals.

3. Manage Property Admin

- Manage and lead on all property acquisition communications.
- Manage property database.
- Manage template documents; sales pitch, heads of terms, overview, licences.
- Report to directors in weekly meetings, implementing & addressing feedback
- Manage the dedicated property page on our website.
- Lead promotional campaigns to widen our reach.

4. Build an 'On Commission Network'

- Identify property industry stakeholders with experience and networks.
- Make contact and offer a commission to find new properties.
- Build and manage a network, following leads.

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Day to day the role will entail:

- Arranging meetings with all London local authorities; property & arts departments, introducing and pitching SET
- Arranging meetings with developers & private property owners to begin fostering new relationships
- Taking on new and existing client management
- Leading on PR campaigns to raise awareness of our services
- Attending a proportion of SET's programme and other meetings
- Keeping comprehensive records of all relationships / contacts / meetings
- Managing your own department, working independently and keeping on top of live communications
- Managing and updating property owner database
- Being the face of SET to the property sector & comfortably speaking on behalf of SET
- Reporting to directors and implementing feedback
- Working in accordance with SET's core ethos, policies, aims and objectives.

Staff you will work with:

Directors – Josh Field, Roland Fischer-Vousden, Ollie Tobin.

Head of Studios – Elle Perkins

Head of Infrastructure – Daniel Gatenio

Candidate Specifications and Skills

Essential

- Confident communicator: articulate, affable and charismatic
- Confident speaker: running presentations to large meetings / public speaking
- Sales experience
- Excellent and professional written communication skills
- Quick learner, able to understand SET's unique offering
- Comfortable taking directives and implementing feedback
- Time management and priority setting
- Experience in developing and managing positive client relations

Desired

- Broad appreciation of the arts
- Knowledge of the UK property sector
- Broad understanding of property management; for example, planning, surveyance, compliance, security, expenses, legal, maintenance & government policy.
- Commitment to supporting the values and role of community focussed not-for-profit organisations
- Ability to carry fresh ideas through from inception to delivery
- Experience working with in a team
- Computer literacy, including data management relating to financial control, word processing and internet-based systems
- Numerate, be able to analyse and update / inform cash flow projections



Organisation Overview

Founded in 2016, SET is a multifaceted arts and community organisation and registered charity. SET currently has 11 centres across London. In 10 we house affordable artists' studios: Woolwich, Ealing, Lewisham Retail Park, Lewisham High Street, North Greenwich, Farringdon, Hosier Lane, Crutched Friars, Clockwork Studios and Tower Gateway. In seven of these centres, Woolwich, Kensington, Ealing, Lewisham Retail Park, Lewisham High Street, Tower Gateway, and Peckham, we have project spaces, which are home to our arts programme. Our aim, as an organisation, is the advancement of the arts as a public benefit.

We do this through creating arts communities, where those who hold studios become Associate Members of SET and help to develop our arts programme, especially through our Members' Programme. Members pay workspace fees for their workspaces – a price which includes studio rent, internet, utilities, access to project space and so forth. Our aim is to be as inclusive as possible with a focus on the community local to each SET Centre. Therefore, we offer some of the most affordable studios in London and at all sites we aim for a minimum of 50% of our membership to either live or work in the local borough. SET's studios are currently home to around 1,000 artists, and we have a former membership of over 1,000. SET's membership is made up artists working in a variety of practices and disciplines from text, performance and installation to music, sound, print, textiles and more.

Our arts programme is divided into: SET Projects & our Members Programme. The programme includes performances, exhibitions, live music, talks, workshops, and screenings, and seeks to provide a platform for new and collaborative projects. With an inclusive ethos always, SET is a community which aims to bridge gaps between disciplines and demographics, creating a platform for collaboration and multidisciplinary experimentation.

Each SET Centre is housed in otherwise vacant property, some temporary and some long term. SET brings disused space back into positive use in the interim period.

SET

SET's Goals

To create communities of artists at SET centres making and presenting work: this means curating an exciting, high-quality, and collaborative arts programme, as well as providing excellent quality, genuinely affordable artists workspace, supporting our Associate Membership to grow.

To expand our meanwhile use provision and to create permanent centres: SET's aim is to continue to provide meanwhile use workspace because it is the best way to provide genuinely affordable workspace now for artists in London. SET also wishes to secure its and artists in London's future in the capital by purchasing freeholds or leaseholds.

To make our programme as brilliant as it can be SET's programme is very broad and focuses on the Members' Programme, our own curated visual programme, an innovative music programme, a broad cross-disciplinary programme which focuses on literature and community-oriented events and creating social space for people to meet.

To be a place for communities to gather: SET centres are arts centres but through various initiatives, we also endeavour to make the centres places for all parts of the community to meet, be this through workshops, offering space to community groups, having over 50% of our Associate Membership at each site be local residents or running our recent food bank.

Being a voice for the arts: We wish to continue to engage with other organisations to make SET's voice heard and to advocate on behalf of our communities. Working with LAASN and other organisations to represent the interests of our 1,000+ Associate Members.

SET's team currently consists of 3 founder-directors; a Director of Studios; a Curator & Members Programme Co-Ordinator; an Infrastructure Manager; four Assistant Studios Managers (one of whom manages member's accounts). SET also works with a Buildings Team an Events Manager and bar team, PR project management, external accountants and HR. SET also has a Board of Trustees (Trustees volunteer for the charity): Robert McLaren (Chair), Amy Brennan, Dr Alex Thomas and Dr Alexandra Bickley Trott.

SET is a member of London's Affordable Artists Studio Network (LAASN):



LAASN



Application Process

To apply, please send to work@setspace.uk:

1. A cover letter expressing your interest (no more than one page of A4)
2. Your CV with two referees (no more than two pages of A4)

Closing date for applications is the 6th January. Applications will be reviewed as and when received.

Selection Process

Short-listed candidates will be interviewed within 1 month from receiving their application.

Further short-listed candidates will then be invited to a second interview to meet more of the team, within the following week.

SET Centre CIO (registered charity no 1170903) is an equal opportunities employer and encourages applications from underrepresented groups.

Access

If you need to submit an application a different format, or if you require SET to make any other reasonable adjustments, please contact us on work@setspace.uk.

SET Centre CIO is a registered charity, trading as SET.

Charity Number: 1170903

Registered Offices: SET Woolwich, Beresford Street, London, SE18 6BU

www.setspace.uk

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