



**Margate Creative Land Trust**  
**Property Development Manager – temporary assignment (three months)**  
**£40 - £45k p.a. (pro-rata)**

**ABOUT US**

Margate is home to a burgeoning creative community and has been identified as a key production hub within the Thames Estuary Production Corridor. While creative businesses have grown by 158% since 2009, Margate has lost 11% of its commercial spaces in the last 20 years. Coupled with rising rents for the remaining eligible spaces, this has created a lack of appropriate venues for the variety of artistic pursuits. Creative practitioners urgently need space to protect and grow the creative industries in Margate.

Taking inspiration from other models developed to protect creative space such as in central London, the Margate Creative Land Trust will ensure that creative space and programming is inclusive. A central part of our mission is to support underserved communities to access opportunities within the creative industries, including leadership, jobs, training, and enterprise development.

The project was co-created by the community and local creative practitioners, and we have been established as an independent entity by Thanet District Council on behalf of the Margate Town Deal Board. We were registered as an independent charity in April 2022.

Substantial funding has been secured from Central Government through the Margate Town Deal. Our goal is to purchase physical space in Margate, provide affordable rents and deliver community programmes to support inclusive, sustainable practice in the creative industries in Margate and across the area of Thanet.

A voluntary Board of trustees has been appointed and we are in the process of recruiting our first employees. However, it has become clear that we need to act quickly to address the issues that Margate creatives are facing and want to employ some additional interim capacity to progress our land and property work.

**Responsibilities of the Role**

The focus of this role is to support the development of our property work programme. This will include:

- Identifying and potentially prequalifying potential future consultants, advisors and contractors that we may need for due diligence associated with land and/or property acquisition, developing standard specifications, and procurement documentation.
- Developing an asset acquisition strategy
- Developing a due diligence process for property acquisition including working with the Trust's funders to gain agreement to this process.
- Liaison with local agents, developers, and land and property owners regarding potential opportunities for the acquisition of land or property by the trust



- Liaison with Thanet District Council and Kent County Council with the aim of securing agreement to the Trust's use of underutilised or surplus to requirement public sector property and land.
- In partnership with other Trust resources to develop a better understanding of the land and property requirements of creative studio operators in the next 12-24 months.
- Drafting Executive, Committee, and Board papers on land and property related matters.

### **Person Specification**

- Experience of developing specifications and procurement documents for consultants, advisors and contractors for land and property acquisition.
- Understanding of the requirements of an asset acquisition strategy and ability to develop one.
- Experience of property/land acquisition due diligence processes.
- Understanding of the property and land acquisition landscape and ability to engage quickly with the key players.
- Ability to assess the land and property needs of creative studio operators.
- Able to draft reports and papers and to communicate at board level.
- A commitment to the aims and values of Margate Creative Land Trust.

### **Timetable**

We wish to appoint an individual or consultant to start working with us ideally in March 23 for three months. We are open to the post being part-time.

### **Reporting**

The person appointed will report to the Start-Up Director. They will also have a reporting relationship with the Board property sub-group. This group will oversee this project and be a reference point for the work.

### **Applications**

We are keen to hear from individuals who have substantial experience in the areas outlined in the responsibilities of the role and meet the person specification. Your application should include a CV, covering letter of no more than two pages setting out your suitability for this role and an equal opportunity monitoring form. Please provide details of two referees who can comment on your relevant work experience.

We are open to different forms of contract including a short-term employment contract, freelance or a secondee.

### **Further Information**

For more information please contact the Start Up Director, Jan King, at [jan.king@margatecreativelandtrust.org](mailto:jan.king@margatecreativelandtrust.org). We have set the closing date for 2pm on 6 March but if a suitable candidate is found before then, we may close the application window earlier.