

## Terms of Reference

### Call for UK-based creative hubs professionals for British Council *UK Creative Hubs* Advisory Board

#### 1. Background

Since 2014, the British Council has worked with over 1000 creative hubs globally. We see hubs as playing a vital role in the growth of the creative economy, by gathering and representing growing creative communities. Hubs have often been at the heart of our regional and local programming - as partners, collaborators, producers and researchers.

*Definition: A physical or virtual place that brings enterprising people together who work in the creative and cultural industries.*

Creative hubs are made up of many shapes and sizes, from temporary to permanent, digital to physical and local to global. They might be permanent buildings that house creative practitioners and businesses; temporary labs and incubation spaces which ignite innovations; or online networks that bring people together through an annual programme of events. While some spaces specialise in a specific sector, others welcome a wide range of sectors together (i.e. a space where a variety of sectors gather -from artists, animators and designers to architects, writers and illustrators); and can be as small as a handful of people or as large as 3,000 people.

The British Council has been working with together with Creative Hubs in a variety of ways so far, as:

- Event managers and producers
- Community and network builders
- Speakers
- Programme design and development
- Programme delivery partners
- Research consultants
- Workshop facilitators

Our work was also fuelled and informed at times by some of the brightest minds from the UK's creative community. Our UK Hubs Steering Committee (as it was called in 2014) featured advocates and supporters who have been vital in steering our work with creative hubs at its beginnings.

In 2020 we are establishing a new Advisory Board for the creative hubs work led by the British Council's Creative Economy team. In this ever-changing global landscape, we believe hubs are integral to the sustainability and growth of the creative economy, as well as to balanced societies. With a constant increase in the request for advice on local and regional programmes that put hubs at their core, we feel that having a group of creative professionals advise and input on our programmes will ensure these stay relevant to today's trends and needs, and that we stay transparent and respond adequately to sector needs.

## 2. Assignment Objectives and Scope

The British Council is looking for 8 Advisory Board members from across the UK. We are keen to bring together a diverse group representing different types of hubs (in terms of their areas of work, business models, communities) and from varied geographies.

The UK Hubs Advisory Board will run for one calendar year, with the possibility of extension by consensus with the members and the British Council. The Board will meet digitally on a quarterly basis, with one face-to-face meeting organised annually.

The role of the Board is to advise the Creative Economy (CE) team with regards to its work involving Creative Hubs, by bringing in the different points of view.

The Board should be a critical friend whose input would enable CE team to prepare and deliver relevant impactful programmes globally, that are informed directly by the UK sector.

The expectation is for the Board to be able to provide insight on the creative hubs sector in the UK and particularly on new trends emerging from hubs, interesting initiatives, and new policies affecting hubs.

As a group of experts and leaders, the members of the Board would also help map out UK-based creative hubs needs and challenges in accessing international opportunities.

Ultimately, member of the Advisory Board will support with dissemination of relevant opportunities for UK hubs within their wider networks.

### Timeline:

Launch of the call for members	9 December 2019
Deadline for applications / confirmation of interest	31 January 2020
Confirmation of members	7 February 2020
Letters of Agreement signing	w/c 10 February 2020
First virtual meeting of Advisory Committee members	w/c 24 February 2020

A doodle poll for availability will be set-up to help decide the meeting times.

The plan for the first meeting will be shared in January. An efficient “ways of working” process will be discussed and agreed during the first meeting.

**The main deliverables of Advisory Committee members are:**

- Attend quarterly advisory board meetings.
- Provide feedback and advice on British Council programmes involving creative hubs.
- Suggest and reflect on discussions around hubs sector trends, initiatives, policies, etc.
- Help identify needs and challenges of UK creative hubs in international opportunities.
- Help communicate and disseminate opportunities and research for UK hubs through their network.

**The British Council will:**

- Convene the Advisory Board and organise logistics of meetings.
- Provide meeting plans, topics and platform for discussions.
- Share information on global programmes, as well as international trends.
- Share international opportunities for wider communication with UK networks.

Should a face-to-face meeting be organised, the British Council will cover travel, accommodation (if needed) and subsistence costs for the members as per its travel policy.

**Reporting Requirements**

The British Council will log minutes of the meetings of the Advisory Board.

**4. Requirements**

Eligible applicants can be a creative hub staff member (founder, CEO, community manager, programmes lead, etc.), currently working with/in a creative hub in the UK, serving either a specialised or cross-sectoral community of creatives.

**Selection criteria:**

- In-depth knowledge of the creative hubs landscape of the UK, key sector trends and stakeholders.
- Established connections with other hubs and key stakeholders across the UK.
- Experience in working in (international) partnerships, to deliver projects, research, events, trainings, workshops, study tours, etc.

Experience working with international organisations and/or funders/donors is also desirable, but not mandatory.

## **5. Conflict of Interest**

A member of the Hubs Advisory Board shall not be limited from participating in or delivering activities by assignment of the British Council, as long as a formal award procedure has been followed.

## **6. Letter of Agreement**

The members of the Advisory Board will sign an informal Letter of Agreement with the British Council's CE team, to facilitate arrangements around hosting of the Board meetings and reimbursements for travel costs, if these arise.

The members of the Advisory Board shall be considered as having the legal status of a volunteer advisor member and as such there will be no employer/employee relationship between the British Council on the one side, and the Advisory Board member on the other side.

The volunteer members of the Advisory Board will have the right to request reimbursement for costs related to travel, accommodation and subsistence should a face-to-face meeting be organised, in case the British Council does not organised these arrangements on the member's behalf; or if a task related to be Board's activities is agreed in writing with the British Council.

For any costs related to travel, accommodation and subsistence, the British Council policy travel agreed rates will apply.

## **7. Submission of applications**

To become a member of the UK Hubs Advisory Board, please submit an application document detailing your motivation and any relevant references.

The official language for the application and for the meetings and any other documents in relation to the assignment is English.

**The application should provide the following information:**

- CV of the member
- Outline of the applicant's experience and skills relevant to this Advisory Board's purpose
- Motivation of the applicant to be part of this Advisory Board

The Deadline for submitting your application shall be no later than 23:59 UK time, 31 January 2020 with the subject line **Application: CE Hubs Advisory Board 2020**. Applications shall be sent to [Roxana.Apostol@britishcouncil.org](mailto:Roxana.Apostol@britishcouncil.org) .

In case of further questions or requests for clarification please contact [Roxana.Apostol@britishcouncil.org](mailto:Roxana.Apostol@britishcouncil.org) with the email subject line **Request for additional information: CE Hubs Advisory Board 2020**.

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccurate information, all under UK data protection law.

If you want more information about this, please contact [Roxana.Apostol@britishcouncil.org](mailto:Roxana.Apostol@britishcouncil.org) or the British Council's Data Protection Team [dataprotection@britishcouncil.org](mailto:dataprotection@britishcouncil.org) or see our website <https://www.britishcouncil.org/privacy-cookies/data-protection> .