

Freelancers supporting freelancers

**CULTURAL FREELANCERS WALES**

**LLAWRYDDION CELFYDDYDOL CYMRU**

Llawryddion yn cefnogi llawryddion



# CFW/LICC Team Member Recruitment Pack

*For Welsh, BSL, and audio versions please visit*

*[www.cfw.wales/index.php/recruitment](http://www.cfw.wales/index.php/recruitment)*

[www.cfw.wales](http://www.cfw.wales)

@CFWCymru

## Who are we?

**Cultural Freelancers Wales / Llawryddion Celfyddydol Cymru** is a diverse and bilingual collective which strengthens the voice of freelancers working in culture in Wales.

We are freelance-led and freelance-run, and our current team members are [Angharad Davies](#) (they/them), [Becky Johnson](#) (she/they), and [Krystal Lowe](#) (she/her). Click on their names for more information about them and their work.

## Why did we set up?

We set up in 2020 in response to the Covid-19 pandemic which disproportionately affects freelancers, who make up over half the cultural workforce in Wales. Our recent report *Road to Recovery?* demonstrates that the situation is still very bleak for many freelancers in Wales, with half of freelancers losing over 80% of their work during 2021.

We were previously known as Wales Freelance Taskforce / Tasglu Llawrydd Cymru when we set up in 2020, and have continued our work to date as **Cultural Freelancers Wales / Llawryddion Celfyddydol Cymru** thanks to contributions from cultural organisations and funding from the **Arts Council of Wales**. This current phase of our project is fully funded until October 2023.

## What do we do?

We amplify and respond to the the cultural freelance community in Wales, of which we are a part, ensuring contact through discussions, focus groups, and networking events. We run a range of projects, provide information and resources, offer peer support, and implement much-needed advocacy and data-driven policy work.

We notice a shift in our work from responding to the impact of the Covid-19 crisis on freelancers to collaborating with freelancers and organisations in order to address systemic issues which freelancers face and help create more equitable working conditions.



SUPPORT



ADVOCACY



PROJECTS



RESOURCES

Our work to date includes:

- Meeting over 250 freelancers in focus groups: **listening and responding** to freelancer needs and concerns which directly inform our work.
- **Creating spaces** for freelancers to talk with one another and formulate new ideas in a series of *Our Freelance Future* workshops online.
- Launching a Wales-wide initiative to **map the locations and skillsets** of over 350 freelance arts workers, in collaboration with [Clwstwr's Creative Economy Atlas](#).
- Offering 10 **professional development placements** with Arts and Business Cymru.
- Commissioning a 2022 study, [Road to Recovery?](#), **presenting data on the current situation for freelancers**. Our 2021 study, [Rebalancing and Reimagining](#), influenced National Theatre Wales' Strategic Plan and was discussed at board level in multiple organisations, including the Arts Council of Wales.
- Facilitating a series of **free Upskilling Workshops** for freelancers by freelancers, and **free Well-being Sessions** for freelancers with Mind Newport.
- **Advising the Welsh Government** on the freelance sector in Wales and their upcoming Freelance and Public Sector Pledge.
- Developing **strategic partnerships** with sector-wide organisations within Wales and across the UK.

## How we do it?

We operate in a non-hierarchical structure where collective responsibility and self-reflection is a big part of the culture. Often working in pairs, we **produce projects to gain insight and facilitate with freelancers**. We focus on ensuring **team members feel supported to lead** on their agreed tasks and **empowered to take decisions** for the team while lending their expertise to others.

We work closely with our partners **Arts and Business Cymru, Disability Arts Cymru, people make it work**, and **Race Council Cymru**.

## What do we plan on doing?

Between August 2022 - October 2023 we will continue the vital work we have started, and deliver these ambitious plans which build on our work and reach:

- Deliver **Upskilling Workshops** for freelancers (sold out last year).
- Provide free **Business Development Placements** for freelancers, with Arts & Business Cymru.
- Host regular **Networking Events** across Wales, building on our current networks and strengthening community and resource sharing across Wales.
- **Freelance Futurism Commissions**: produce a series of commissions for freelancers (open call) to create transformative, grassroots projects which target challenges within their area or field.
- Develop the **Freelance Mapping** layers of [Clwstwr's Creative Economy Atlas](#) and increasing the number of freelancers mapped.
- Running a survey and publishing a **2023 Report** on freelancers across the cultural sector. This builds on our 2020 and 2022 reports to create a long-term, data-led picture of the impact of the pandemic on freelancers working

in culture in Wales.

- Continuing our **advisory work with industry bodies and government**, ensuring the freelance voice is heard and arguing a coherent case for support for freelancers.

This programme of work is based on the views of freelancers, as expressed in our freelance focus groups and surveys during 2021. We notice a shift in our work from responding to the Covid-19 crisis to collaborating in order to address systemic issues which freelancers face.

# Job Descriptions

**Cultural Freelancers Wales / Llawryddion Celfyddydol Cymru** are looking for **two new team members** - **Creative Co-ordinator** and **Facilitator** - to join us on a freelance basis for 15 months, from **August 2022 - October 2023**. You can find the detailed job descriptions for both roles below.

## Who are we looking for (both roles)?

We are looking for people who are **passionate about supporting freelancers who work in culture** and who **enjoy working as part of an agile team**.

We're looking for people with some of the following traits:

- Effective team member
- Creative strategic thinking
- Facilitation and co-ordination skills
- Good timekeeping
- Thorough work ethic
- Empathetic outlook

We're working to ensure our team represents a **diverse range of freelancers** and are therefore particularly interested in hearing from:

- Deaf and/or disabled freelancers
- Global Majority freelancers and/or Black, Asian, and Middle Eastern freelancers
- Confident Welsh speakers and/or those passionate about the Welsh language (could be learning Welsh)
- Technical freelancers
- Those based in rural areas

For the **Creative Co-ordinator** role, we are looking for a **confident Welsh speaker**.

## Access

If you need any support with your application, please contact [hello@cfw.wales](mailto:hello@cfw.wales) or call **07501 054 272 or 07707 067 458**. As we are all working freelancers, if nobody picks up we might be working on another project, so please do leave a voicemail or text message and we will get back to you as soon as possible.

We welcome applications in any format, for more details please see 'Application Process' section at the end of this pack (on page 15).

**Anyone who works with us can receive support from our dedicated access fund.**

# Team Member: **Creative Co-ordinator**

Working with **Cultural Freelancers Wales / Llawryddion Celfyddydol Cymru**

## ***Team member***

You will work as part of a dynamic and culture-loving team to support the work of the collective, support team members with collective problem-solving, and lend the expertise you have where necessary. Weekly meetings are attended by all team members where possible, and evaluation is built into the project timescale. Each team member has responsibility to liaise with a partner and/or funder.

## ***Design the future of CFW/LICC***

We are currently operating on a grant-by-grant basis, but we seek to move forward to become a fully realised and sustainable charitable organisation. Along with fellow team members, you will be establishing how such an organisation will be governed, what kind of work it will do, how the team will work, and any other questions that arise. This is an opportunity to think creatively and feed into the next stages of an innovative organisation. Please tell us if you have experience or knowledge of applying for charitable status or organisational structures.

## ***Digital marketing and social media***

Currently all team members support our social media and digital marketing campaigns. We are particularly interested in hearing from you if you have experience or knowledge in digital marketing and social media posting.

## Key Responsibilities: **Creative Co-ordinator**

### ***Manage communications***

As the first line of communication with freelancers and the public, you are responsible for relationship management and how we communicate externally. You will be responsible for managing efficient communication within CFW/LICC and our partners, monitoring the inbox, calendar and virtual meetings, as well as posting bilingually and interacting on our social media accounts. This is an opportunity to think creatively about different styles of engagement and communication models for CFW/LICC.

### ***Overview of projects***

As outlined in 'What do we plan on doing?' on page 4, we are producing a wide range of projects, which may sometimes happen at the same time. You will be responsible for monitoring progress and time-keeping, helping projects adapt to timeline/financial/other changes. This is an opportunity to lend your expertise and ideas to team members in the process of finding solutions and responding to challenges.

### ***Evaluation***

You will be responsible for collating and submitting CFW/LICC's mid-project and end-project evaluation report, communicating with our host partner (**people make it work**) and our key funder (the **Arts Council of Wales**) about changes and developments in our work.

### ***Financial***

Our host partner (**people make it work**) is responsible for the financial management of the project, and you will support their finance department with any queries or invoice enquiries. You will have a good understanding of our budget and help communicate and monitor budget changes, supported by **people make it work**.

For this role, we're looking for someone who is a **confident Welsh speaker**.

We're also looking for someone with some of the following traits:

- Effective team member
- Creative strategic thinking
- Strong organisational skills
- Good timekeeping
- Thorough work ethic
- Empathetic outlook

## Team Member: **Facilitator**

Working with **Cultural Freelancers Wales / Llawryddion Celfyddydol Cymru**

### *Team member*

You will work as part of a dynamic and culture-loving team to support the work of the collective, support team members with collective problem-solving, and lend the expertise you have where necessary. Weekly meetings are attended by all team members where possible, and evaluation is built into the project timescale. Each team member has responsibility to liaise with a partner and/or funder.

### *Help design the future of **CFW/LICC***

We are currently operating on a grant-by-grant basis, but we seek to move forward to become a fully realised and sustainable charitable organisation. Along with fellow team members, you will be establishing how such an organisation will be governed, what kind of work it will do, how the team will work, and any other questions that arise. This is an opportunity to think creatively and feed into the next stages of an innovative organisation. Please tell us if you have experience or knowledge of applying for charitable status or organisational structures.

### *Digital marketing and social media*

Currently all team members support our social media and digital marketing campaigns. We are particularly interested in hearing from you if you have experience or knowledge in digital marketing and social media posting.

**Key Responsibilities: Facilitator**

### *Co-ordinate 2023 Survey and Report*

You will be responsible for designing an open call for a researcher/research team to conduct the survey and report looking at working conditions for

freelancers in 2023, help formulate survey questions, distribute and promote the survey, liaise with the researchers regularly, organise access and translation of survey and report, create and implement a marketing plan of the survey and report, and disseminate to stakeholders. Please tell us if you have experience or knowledge of research practices, using data to make a case, and/or academic writing.

### ***Freelance Futurism Commissions***

Working in conjunction with another team member, you will design an accessible open-call for a series of commissions for freelancers to create transformative, grassroots projects which target challenges within their area or field. You will liaise with cultural organisation partners across Wales to support the development and seed-funding of the diverse and wide-ranging commissions. Please tell us if you have experience or knowledge of producing or artist/technical development.

### ***Networking Events***

Working in conjunction with another team member, you will produce a series of in-person and virtual networking events across Wales, building on our current networks and strengthening community and resource-sharing for cultural freelancers.

## **We're looking for someone with some of the following traits:**

- Effective team member
- Creative strategic thinking
- Facilitation and co-ordination skills
- Passionate about the Welsh language (could be learning Welsh)
- Good timekeeping
- Thorough work ethic
- Empathetic outlook

## Fees

All Team Members at CFW/LICC are paid on invoice:

**£200** a day (8 hours)

**£25** an hour

## Time Requirements

The flexibility offered around these roles should ensure that there is space for you to continue other commitments. All current team members work as freelance culture workers while balancing CFW/LICC commitments.

The **Creative Co-ordinator** will be required to work 4 days per month, which includes attendance at our weekly team meeting (2 hours per week). When you work these days and how we structure the working hours for this role can be discussed and mutually agreed. There is some flexibility here, but we are mindful of the importance of consistency and continuity as the **Creative Co-ordinator** helps manage the duration of the project.

The **Facilitator** will attend our weekly team meeting (2 hours per week) and work the equivalent of 1 hour per week on general business. This is a **total of 1.5 days per month**. As well as these 1.5 days per month, the **Facilitator** will also be required to work:

- 10 days on Survey and Report Co-ordinating

- 8 days on Freelance Futurism Commissions

- 4 days on Networking Events

When you work these days will depend on the scale and timeline of the projects, and there is some flexibility here.

Some additional days might be needed, but these will be allocated by mutual agreement of team members and discussed during weekly team meetings.

## Dates and Location

**Start date: 8 August 2022**, or as close to this date as possible.

**End Date: 31 October 2023.**

Estimated 15 months depending on start date.

**Location:** Currently remote (meetings on Zoom), we intend to do some face to face work, but can be adaptable.

## Application Process

Please send either a **short covering letter** (of no more than 500 words) or a **voice note/video** (no more than 5 minutes) detailing how you meet the brief/s described above, to [hello@cfw.wales](mailto:hello@cfw.wales). Please write 'Team Member Application' in the email subject line. You may also include a CV of any kind.

You can apply for more than one role.

**Closing Date: 10am, Monday 18 July 2022**

We will let all applicants know the status of their application by **21 July 2022**.

**Interview Date: Monday 25 July 2022 (10am-1pm)**

All interviews will be conducted on Zoom. The panel will include current CFW/LICC team members [Angharad Davies](#) (they/them), [Becky Johnson](#) (she/they), and [Krystal Lowe](#) (she/her), and an associate from our partner organisation, **people make it work**, [Lesley Rossiter](#) (she/her).

All interviewees will be sent the interview questions two days in advance; we do not, however, expect interviewees to prepare anything in advance. Interviews will be no longer than 30 minutes. If you are invited to interview, we will ask you in advance to let us know if you have any access requirements.

We will let all interviewees know the outcome of the interview by **Friday 29 July 2022**.

If you need any support with your application, please contact [hello@cfw.wales](mailto:hello@cfw.wales) or call **07501 054 272 or 07707 067 458**. As we are all working freelancers, if nobody picks up we might be working on another project, so please do leave a voicemail or text message and we will get back to you as soon as possible.

If you would like a chat about these roles or have any further questions, please email [hello@cfw.wales](mailto:hello@cfw.wales) and we will be happy to chat.

**We look forward to hearing from you!**