



## Glasgow Zine Library

### Funding Manager Role Description

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| <b>ROLE TITLE</b>     | Funding Manager                                                                               |
| <b>RESPONSIBLE TO</b> | Co-Directors                                                                                  |
| <b>PAY</b>            | £30,921.80 pro rata (£18,553.08 per annum)                                                    |
| <b>HOURS</b>          | 21 hours per week. Flexible working pattern.                                                  |
| <b>TYPE</b>           | Permanent - PAYE                                                                              |
| <b>LOCATION</b>       | Glasgow Zine Library<br>32-34 Albert Road<br>Glasgow G42 8DN (with option for hybrid working) |
| <b>WEBSITE</b>        | <a href="https://www.glasgowzinelibrary.com/">https://www.glasgowzinelibrary.com/</a>         |

### Organisation Overview

Glasgow Zine Library is a self-publishing library and community arts space in South Glasgow. Our collection holds over 5,000 zines, which are self-published magazines usually produced by marginalised groups for creative expression, and to share experience and resources, with topics ranging from fan culture to social justice.

We aim to celebrate zine culture; uplift the experiences, practices and imaginations of marginalised creatives; resource DIY creativity; build community connection; and democratise community arts access. We do this through our year-round public arts and heritage programmes, free library, archive and arts resources, opportunities, annual Glasgow Zine Fest, and volunteer programme. Our activities are pay-what-you-can and access provision includes a wheelchair accessible venue, quiet space, stim tools, masks, BSL, and captioning.

### Role Description

We are seeking a Funding Manager to lead on securing grants, sponsorship, and developing, delivering and evaluating new approaches to generating income for our community arts charity. The role will primarily involve securing income, researching trusts, foundations and other funders, preparing grant applications, building relationships, and developing ideas and frameworks for income generation with the Co-Directors. All employees of Glasgow Zine Library also assist with staffing a proportion of our public facing activities, including Glasgow Zine Fest.

## KEY TASKS

- Reviewing and implementing GZL's Business Plan and Income Strategy.
- Leading on securing, monitoring and reporting on grants, particularly from Creative Scotland, Paul Hamlyn Foundation, National Lottery, and other trusts and foundations.
- Diversifying income streams including through trading, donations, earned income, fundraising events, philanthropy, and sponsorship.
- Liaising with staff on budgets.
- Securing sponsorship for Glasgow Zine Fest and other activities.
- Securing paid interns/placements through relevant schemes (e.g. SGSAH, GCVS) and where applicable, managing and mentoring funding interns.
- Building upon previous learning to develop evidencing GZL impact and evaluation processes.
- Keeping funding databases up-to-date (including conducting relevant surveys)
- Helping prepare the organisation's activity and impact reports for funders/staff/trustees and other stakeholders.
- Attending relevant board, steering group and team meetings
- Acting as the main point of contact for all funding related communications and stakeholders.
- Completing relevant training and professional development.
- Staffing the library for publicly open days and events according to a rota, to take an active role in keeping the library clean, tidy and presentable.
- Attending and feeding into all team meetings, committee, and sub-team meetings as required.
- Being an ambassador for the zine library in public settings, meetings, including board meetings and away days. Being willing to travel in order to do this.
- Upholding our organisational values, including our commitment to PACBI in all of the above. Following our policies on Health & Safety, Safer Spaces, etc.
- Staffing Glasgow Zine Fest.
- Additional roles according to interest and capacity.

| <b>PERSON SPECIFICATION: KNOWLEDGE / SKILLS / EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <ul style="list-style-type: none"><li>• Experience managing grants, sponsorships, and other funding streams</li><li>• Excellent numeracy skills</li><li>• Experience of working with budgets</li><li>• Excellent, persuasive written and verbal communication skills</li><li>• Excellent time management, balancing competing deadlines</li><li>• Confidence in IT literacy including with Google Products and Zoom</li><li>• Confident taking initiative and self motivated</li><li>• Good at working in teams and leading on solitary projects</li><li>• An interest in the third sector, libraries and/or community arts is desirable</li><li>• An interest in DIY arts culture/zines is desirable</li></ul> |