



Job Pack Creative Business Coach

Applications due by: Noon, 22nd April 2025

Cockpit is recruiting for an experienced Creative Business Coach to join our Business Incubation Team.

Reporting to the Head of Business Incubation, the Business Incubation Coach plays a vital role in delivering one-to-one coaching to craft and creative businesses, principally individual practitioners and sole traders, based both at Cockpit's studios and outside. The role will also support delivery of business training workshops.

We are seeking an experienced coach who is enthusiastic about helping talented people to achieve their potential, creatively and commercially.

About Cockpit

[Cockpit](#) is a centre of excellence in contemporary craft and home to more than 180 makers united by their extraordinary skill and creativity. A charity recently recognised as a UK top 100 social enterprise, we give makers the tools to build their businesses so they can focus on what they do best: making. We provide funded studio space, in-house business training and coaching, and exhibition opportunities for makers working across 23 different disciplines.

Cockpit aims to bridge the gap between talent and opportunity and is the UK's only business incubator for makers. In addition, we have an extensive Youth and Community programme that welcomes a diverse audience into our spaces for workshops, talks and tours.

About the role

As a key member of the Business Incubation Team, you'll be an excellent team player, with a highly professional approach and a focus on excellent delivery. We don't need you to have a background in craft or design, but ideally you'll have experience in the creative industries and a passion for creative enterprise.

A commitment to inclusion and diversity is essential, as is understanding the barriers that can face creative people in developing their practice or business.

Diversity drives creativity

Cockpit is committed to inclusion, diversity and equity in all our activities, knowing that creativity and innovation are fuelled by diversity. Recognising that equity is a matter of social justice, we foster an inclusive culture where all aspects of diversity are celebrated and seen as key to success.

We are committed to building a more diverse community and creating an environment where anyone, from any background, can develop their talents, do their best work and realise their full potential. This extends to our community of makers, staff team and Board of



Trustees. We especially welcome applications from those currently under-represented, including from a Global Majority background and those with a disability.

As part of our commitment to increasing the diversity in our staff team and better reflect the communities we serve, we offer a guaranteed interview scheme for candidates who meet all the essential criteria in the person specification and also identify as being from a Global Majority background and/or disabled. Please state in your application that you would like to be considered under our guaranteed interview scheme.

To ensure accessibility for all candidates, everyone who is invited to interview will be asked in advance to let us know of any access needs.

Read more about our commitment here: <https://cockpitstudios.org/careers/diversity-and-inclusion/>.

How to apply

To apply, send a CV and covering letter to lateefat@cockpitstudios.org. Your cover letter should demonstrate your interest in Cockpit, this post and how your skills and experience fulfil the job brief.

On submission of your application please also complete our [equal opportunities monitoring questionnaire](#).

Interviews

Interviews will be held on Tuesday 29th April and Wednesday 30th April, either online or in-person.

We will contact shortlisted applicants on Friday 25th April to invite you to interview. We are sorry that we won't be able to contact every applicant. If you haven't heard from us by that date, please assume that you haven't been shortlisted for the role.

Questions?

If you have any questions or would like an informal conversation on the role, please contact David Crump: david@cockpitstudios.org

We look forward to hearing from you!



JOB DESCRIPTION

Title : Business Incubation Coach

Contract type: Permanent, 2.5 days per week

Salary: £38,000 per annum pro rata

Location: Bloomsbury and Deptford

Reports to: Head of Business Incubation

Works with: Business Incubation Programme Manager, Programme Coordinator, Awards & Admissions Coordinator

MAIN PURPOSE OF JOB:

The core of the role is to deliver one-to-one coaching to craft and creative businesses, principally individual practitioners and sole traders, based both at Cockpit's studios and outside. The role will also support delivery of business training workshops.

MAIN DUTIES:

1. Provide one-to-one coaching to up to 40 makers, helping them identify and develop a sustainable model for their business or practice.
2. Contribute to the development of resources including worksheets, training materials, and online content.
3. Support existing partnerships with craft, design, higher education, and enterprise organisations and individuals.
4. Provide occasional information, advice and guidance by telephone or email.
5. Represent Cockpit externally as required.
6. Deliver work in accordance with Cockpit's Diversity and Inclusion Policy.
7. Undertake any other duties associated with business incubation as required by the Head of Business Incubation or CEO.

PERSON SPECIFICATION

Essential knowledge, skills and experience

- Knowledge and understanding of steps in starting and growing a successful business (e.g. developing a business plan and marketing plan, costing and pricing, export and employment, working with suppliers and retailers)
- Knowledge of the challenges that can face creative people in developing their practice or business and how to overcome those barriers
- Knowledge of the creative industries

COCKPIT

- At least three years' experience as a business coach or trainer working with micro-enterprises
- Ability to identify training, business and professional development needs and appropriate support and resources to meet those needs
- Excellent organisational and administrative skills, including meticulous record-keeping or report-writing
- Strong IT skills (Microsoft Office: Word, Excel, Outlook, PowerPoint, Teams, Zoom)

Desirable knowledge, skills and experience

- A relevant degree or professional qualification in the creative industries and or enterprise
- Professional coaching qualification or SFEDI qualification in business support
- Knowledge or experience of the craft and design field
- Knowledge of specific business models in e.g., jewellery, ceramics, textiles, or fashion
- Experience delivering business training workshops and/or facilitating workshops and groups
- Event management experience
- Project management experience
- Experience of managing budgets
- Experience in using Microsoft Access or client management systems

Essential qualities and attributes

- Self-starter with commitment to high standards of professional conduct
- Commitment to inclusion and diversity
- Empathic approach, able to communicate with a wide variety of people and to adapt delivery style as appropriate
- Ability to work positively as part of a small team

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