Figurative

Analyst: Job Description and Person Specification

Figurative is recruiting a full-time Analyst on a fixed-term contract. This role will include the delivery of Capital for Heritage, a research project funded by The National Lottery Heritage Fund.

The role at a glance

Item	Detail
Job title	Analyst
Reports to	Laura Renaud-Studer, Investment Director
Contract	Fixed-term, 12 months
Hours	Full-time, 37.5 hours per week
Salary	£40,000 per year plus excellent benefits
Location	Hybrid; with weekly attendance at our office is at Somerset House, London; with UK travel for project fieldwork
Start date	January 2027
Funding	This post is funded in part by The National Lottery Heritage Fund

About Figurative

Figurative is an independent UK charity that grows the financial resilience and social impact of the cultural and creative sectors. We were established in 2024 by bringing together Arts & Culture Finance (formerly part of Nesta) and New Philanthropy for Arts & Culture.

Our team has managed three impact investment funds since 2015: the Arts Impact Fund, the Cultural Impact Development Fund and the Arts & Culture Impact Fund. Together they hold around £30m and have made more than 70 investments in arts, culture and heritage organisations. We also run philanthropy programmes, including the Arts for Impact match-funding campaign with Big Give, and publish tools and guidance to advance impact investment in the cultural and creative sectors, such as *Setting the Stage* (2025).

Our advisory work applies that experience for cultural organisations, funders and governments in the UK and abroad.

About the role

The role has two parts: delivering a funded project, and supporting our investment and advisory work.

Capital for Heritage turns a decade of UK cultural impact investment into practical guidance for heritage organisations. The project will produce three things, all free to use under a Creative Commons licence:

- a Heritage Finance Guide of around 15,000 words, covering when repayable and blended finance suits heritage work and what investment-readiness involves in practice;
- four case studies of UK heritage organisations that have used impact finance;
- a public webinar for heritage sector leaders, trustees and advisers.

You will run the project day to day: researching, interviewing, drafting, coordinating suppliers and partners, and tracking progress.

The role will also include investment analysis and advisory work.

Main duties and responsibilities

Research for and production of the Heritage Finance Guide

1. Research the UK heritage finance landscape: funders, intermediaries, and the repayable and blended finance available to heritage organisations.
2. Analyse Figurative's portfolio data from our three funds to draw out evidence relevant to heritage organisations.
3. Draft sections of the guide, and manage editorial revisions through to final text.

Case studies

4. Agree written participation terms with the four case study organisations, covering interviews, use of financial information and image permissions.
5. Plan and carry out site visits and interviews with each organisation's leadership.
6. Write four case studies of 1,500–2,000 words each, and secure each organisation's sign-off before publication.

Production and publication

7. Brief and manage the commissioned designer, keeping their work to budget and timetable.
8. Fact-check all outputs before publication, including heritage listing status and financial detail.
9. Publish the guide and case studies on figurative.org.uk as accessible web pages and PDFs, meeting WCAG 2.1 AA.

Webinar and dissemination

10. Support outreach to a heritage sector body to co-host the webinar.
11. Organise and deliver a 90-minute public webinar: speakers, registration, promotion, technical running and a captioned recording.
12. Produce short-form content for email and social media, and work with sector contacts to reach heritage audiences beyond Figurative's own network.

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Project management, evaluation and reporting

13. Maintain the project plan, budget tracker and risk register, and prepare for monthly milestone reviews.
14. Collect reach and engagement data (downloads, attendance, survey responses) and conduct a small number of follow-up interviews.
15. Draft the evaluation note and the progress and final reports to The National Lottery Heritage Fund, and make sure the Fund's acknowledgement requirements are met.

Investment, advisory and consultancy support

16. Support the investment team as and when required with developing proposals and portfolio management.
17. Carry out desk research on cultural policy, funding programmes and impact investment markets, in the UK and internationally.
18. Prepare briefing notes, and first drafts of sections of proposals, reports and presentations.
19. Support quantitative work, including portfolio data analysis and basic financial modelling, under the direction of senior colleagues.
20. Help track opportunities, tenders and contacts, and assist with bid preparation.
21. Contribute to Figurative's research and knowledge-sharing activity, such as webinars, blogs and events.

General

21. Handle confidential and commercially sensitive information about investees and clients with care, in line with data protection law and Figurative's policies.
22. Take part in team meetings, training and the wider life of a small organisation.
23. Carry out other duties reasonably requested that are consistent with the level of the role.

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Person specification

We will shortlist on the essential criteria, using the desirable criteria to choose between strong candidates.

Essential

Experience of desk research: finding, evaluating and synthesising information from a range of sources into clear, accurate written outputs

Excellent written English, including the ability to explain technical or financial ideas in plain English for non-specialist readers

Strong numeracy and confidence in Excel; able to analyse quantitative data and present it accurately

Experience of taking a substantial piece of work from start to finish to a deadline, with limited supervision

Confidence dealing with senior external contacts, including arranging and conducting interviews

High attention to detail, including checking facts and figures before publication

Sound judgement in handling confidential and commercially sensitive information

Ability to work independently, and to communicate proactively with a line manager in a different time zone

Interest in how arts, culture and heritage organisations are financed, and commitment to Figurative's charitable purpose

Ability to travel within the UK for fieldwork, including occasional overnight stays

Desirable

Knowledge of impact investment, social investment or other repayable or blended finance

Knowledge of the UK heritage sector and its funders, such as The National Lottery Heritage Fund, Historic England and the Architectural Heritage Fund

Experience of reading organisational accounts, or of financial modelling

Experience of producing accessible digital content, or of publishing through a website content management system

Experience of planning and running online events

Experience of evaluation methods, such as surveys and qualitative interviews

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Experience of briefing and managing freelancers or suppliers, such as designers

Interest in international cultural policy, or a second language relevant to Figurative's international work

How to apply

To apply, send a CV and a covering letter of no more than two pages to hello@figurative.org.uk. The letter should show how you meet the essential criteria, with examples. The closing date is 10/12/26, and interviews will be held the following week. Shortlisted candidates may be asked to complete a short written task.

You must have the right to work in the UK. We welcome applications from people of all backgrounds, particularly those under-represented in the cultural and investment sectors. Please tell us if you need any adjustments to the application or interview process.