

Trinity

Development Manager Job Pack

2022



Who Are You?

Trinity Theatre in Tunbridge Wells is seeking an experienced fundraiser with a passion for the arts to source grants from statutory lottery and trust sources and to gain sponsorship and donations from businesses to support a wide range of theatre programmes

The role would suit someone with previous experience of corporate and HNWI fundraising as well as experience and success in making grants applications to a variety of sources for the arts sector.

You'll have responsibility for promoting the Trinity Theatre brand to potential supporters and funders with a focus on identifying new partnerships as well as maintaining existing ones.

You'll be a self driven goal oriented individual who thrives on challenges. You'll be good at relationship building and unafraid to be outgoing when it comes to making serious financial asks.

You'll have a strong understanding of arts and heritage funding criteria - in particular the Arts Council England, The National Lottery Heritage Fund, The Community fund and some knowledge of trusts and foundations.

Whilst there are plenty of challenges as we seek to rebuild audiences following the impact of COVID-19, this is also a very exciting time for our theatre with a new capital development about to be completed and a second venue in the works.

Trinity is a vital creative hub for the region with bold ambitions and we hope to attract someone to the role who will be as excited as we are about the future of our organisation.



Job Description

Job Title: Development Manager

Responsible To: Chief Executive Officer

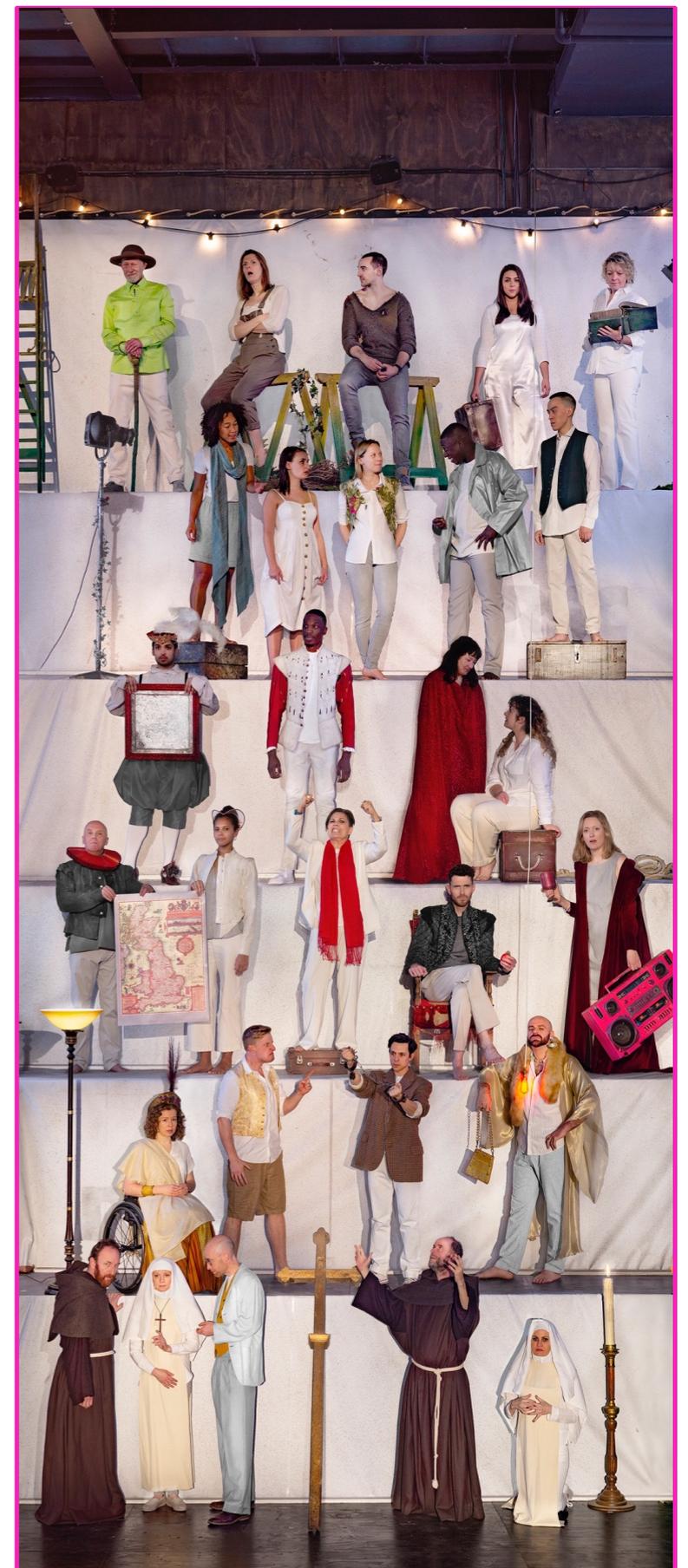
Responsible For: N/A

Purpose of Role:

To raise funds for theatre operations and activities by submitting grant applications to a combination of sources including statutory, lottery, trusts and foundations.

To engage with businesses and high Net Worth Individuals in order to raise funds and sponsorship to support the work of Trinity.

To seek out opportunities to further develop connections for Trinity with business and grant community including working in the wider theatre network on potential collaborative fundraising efforts.



Job Description

Key Responsibilities:

1. Applications –

Write fundraising applications to statutory, lottery and trust sources to support theatre priorities.

2. Membership –

Manage the corporate membership and sponsorship schemes including all administration and maintaining the database of corporate contacts in order to develop financial and in-kind support.

3. Relationship Management -

Continue to invest in and maintain relationships with funders including being the primary contact for all corporate supporters. Work with other members of the team (e.g. Marketing, FOH and Finance) to ensure delivery of all funder benefits including promotion of support and organising tickets as required.

4. **Evaluations** – Accept offered grants, completing and submitting all necessary monitoring information and checking associated T&Cs of grants. Conduct ROI evaluation for corporate activities and events.

5. Research & Development –

Continue to review and develop knowledge of grant opportunities and links with new and potential corporate sponsors to maximise the opportunity for new income generation. Develop new ways of involving Trinity partners in supporting Trinity's earned income e.g. hires, membership schemes and audience development.

6. Strategy –

Work with the Directorate on revising and renewing future fundraising strategies and developing opportunities including participating with and supporting board fundraising efforts.

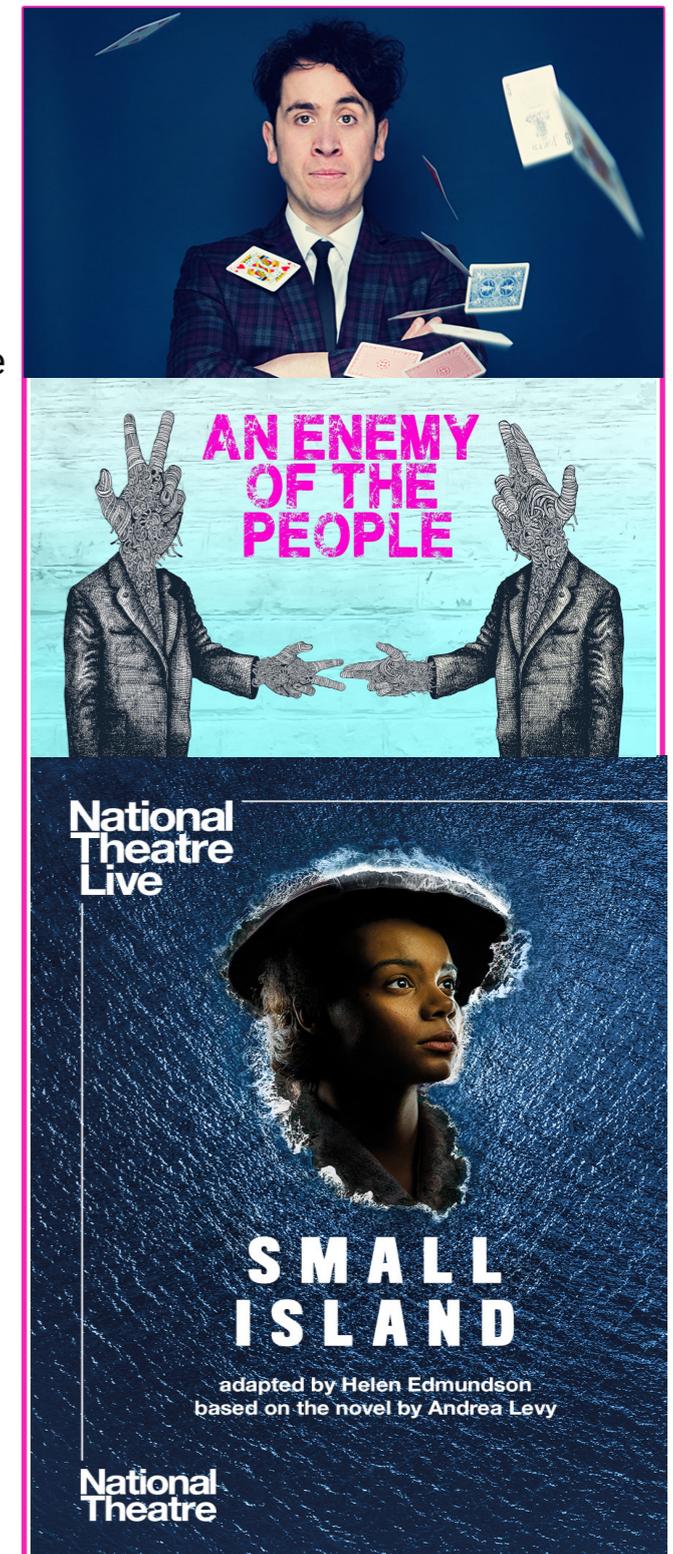
7. Promotion –

Work with marketing and FOH departments to communicate and promote grant awards as appropriate.

To lead on planning, delivering and attending fundraising events.

Develop Trinity's reputation and links within the corporate community by being a positive ambassador for the theatre

To undertake any other duties reasonably requested or required to fulfil the objectives of the role



Job Description

Key Measures of success:

Fundraising strategy and targets achieved across the three major strands of grants, individual donors and corporate sponsorship.

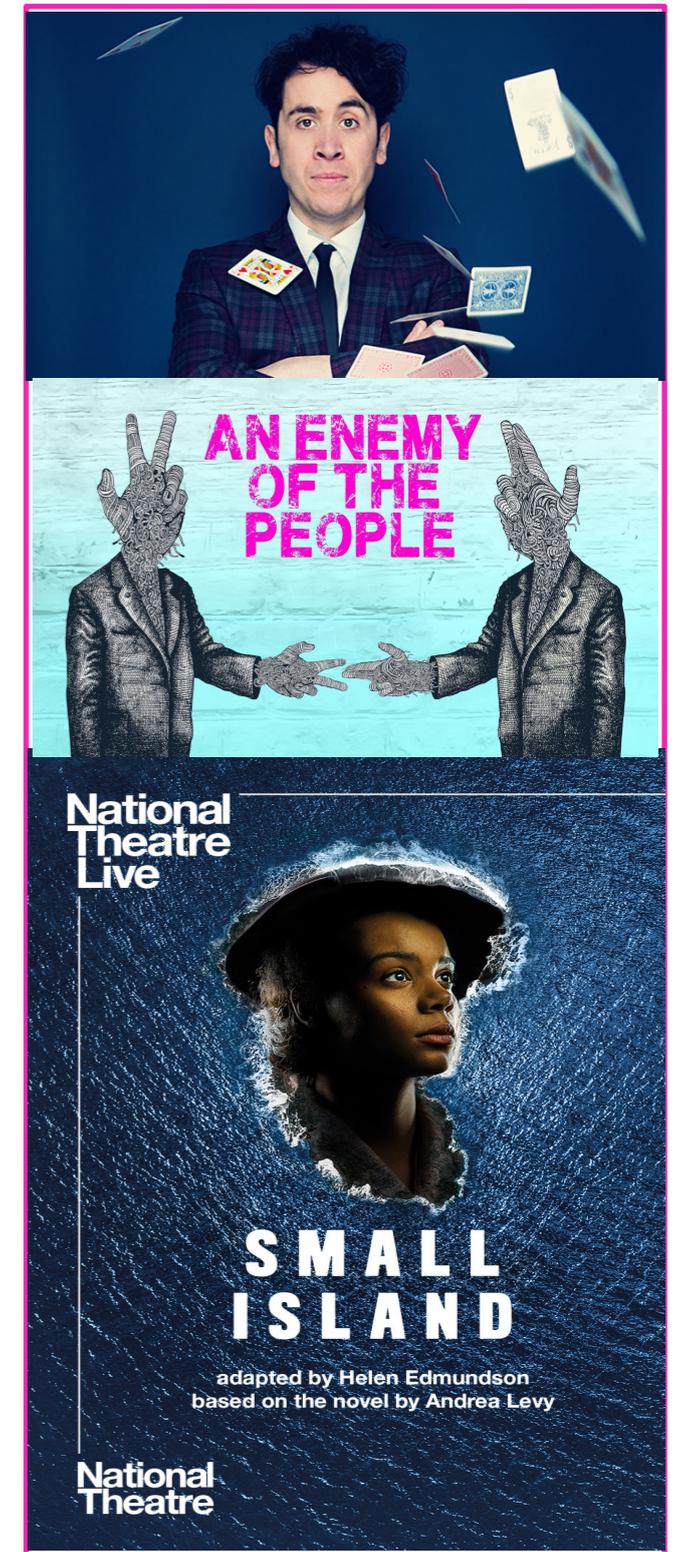
Strong relationships with funders and supporters are developed and maintained

Accurate and clear records are kept of funding applications and approaches.

The Executive and Board receive appropriate monitoring information.

Staff effectively informed of grant awards and associated requirements and restrictions.

The Development Manager is successfully integrated within the overall team including Staff and Volunteers



Person Specification

Essential

- A high level of experience of submitting grant applications
- A high level of experience in corporate and individual fundraising.
- A high level of experience of evaluations and report writing
- Strong experience of relationship management
- Excellent interpersonal and communication skills and confidence networking.
- A high level of I.T. skills including proficient use of Microsoft Office.
- Able to work under own initiative.

Desirable

- Experience of submitting applications to Arts Council England, NLHF and Community Funds.
- Experience of submitting applications to trusts and foundations
- Experience of working in a theatre or the arts sector.
- A good level of numeracy including the preparation and interpretation of financial statements and budgets
- Strong existing local networks.



Who Are We?

Trinity is a vibrant cultural hub and registered charity in the heart of Tunbridge Wells. We offer a varied seasonal programme, inspiring all age groups with our focus firmly on enriching lives and promoting cultural togetherness. With an incredibly loyal following, in the past 40 years we have grown into a community asset, hosting over 500 diverse events annually. We are also actively changing people's lives through our varied external wellbeing initiatives. Our art gallery supports local artists and is used by colleges and art schools for their end of year shows. We also host regular community and corporate events and are a popular venue for local AGM's and seminars.

We programme a robust and diverse schedule of events, with leading touring theatre companies from across the UK, the best in arthouse and international film, live transmissions from leading national venues, renowned comedians and musicians and are well known for our own professional theatre productions and co-productions.

We have a talented and enthusiastic team of over 25 staff and over 170 volunteers, as well as employing a number of freelance artists, practitioners and casual staff to run the extensive theatre operations.

We strive to be the leading cultural venue in the South East of England and in 2017 were awarded a 5* review in the Stage for our Christmas Show, were named *Ethical Business of the Year* at the Tunbridge Wells Love Where You Live Awards, and in 2018 and 2019 were awarded *Best Theatre in Kent* at the Muddy Stiletto Awards.



The Development Manager will play an integral part of achieving the Theatre's mission and vision by generating the necessary funds to support our strategies and ensuring the theatre's key messages are understood by funders and supporters.

Our Mission

"To enrich the lives of our community through shared artistic experiences"

Trinity was born out of a community spirit that saved Trinity's home from demolition and fundraised to create the charity that exists today. Over the last 40 years we have remained focussed on providing valuable artistic experiences for our local community and continuing that mission is what proudly drives Trinity and its team of staff and many volunteers.

Our Vision

"To be the vibrant, artistic heart of our community"

Since 1982 the organisation has evolved into an ever stronger and richer entity, with expanded delivery and activities and continues to raise standards and upgrade its facilities further. There are many plans in place for how we can further enhance our offering for the local area as we strive to achieve our vision.

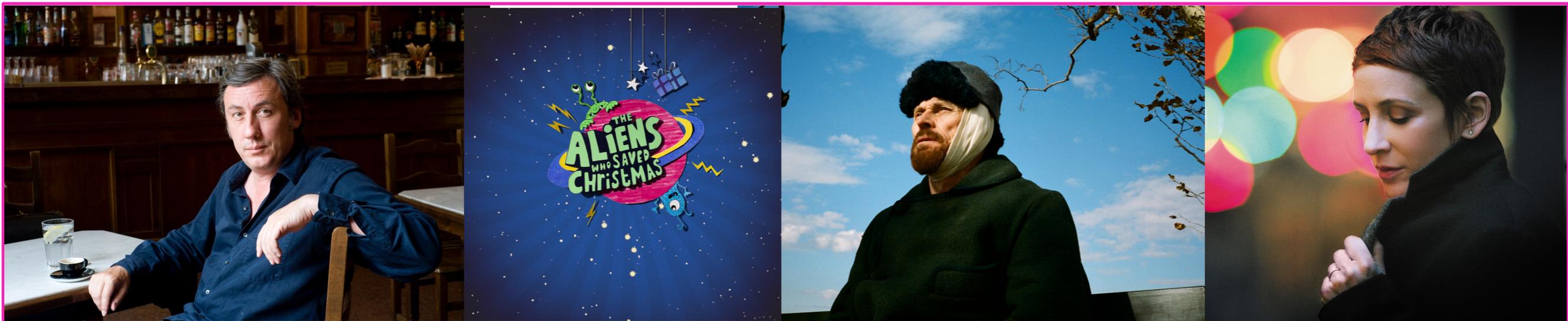


Our Values

Trinity wishes to be

- an **inclusive** organisation that welcomes and encourages anyone to become involved in and engage with Trinity, and in the arts more broadly.
- an **imaginative** organisation that takes creative and innovative approaches to delivering activities and running an arts charity sustainably.
- a **nurturing** organisation that supports, develops and cares for its staff, volunteers, partners and audiences.
- an **excellent** organisation that strives for high standards and professionalism in every way it operates from customer service to performances so that customers always have great experiences when engaging with us.
- a **magical** organisation that creates new work, that realises it can provide something special for people and one that enriches people and fills them with joy

All staff are expected to work within and promote the charity's values and approach.



Role Details and Remuneration

Salary

The role will be remunerated at a rate of £26,000 per annum (pro rata)

Hours and Place of Work

24 hours a week. The role will primarily be based for office hours and Monday-Friday but evening or weekend work may be required due to the wide hours of operation of the theatre.

Flexible Working

Partial remote working and flexible hours is welcome subject to organisational requirements.

Holiday

Pro rata 24 days a year in addition to 8 bank holidays.

Pensions

Trinity provides statutory pension support i.e. will contribute 3% after qualifying period if employee signs up to scheme

Staff Benefits

- Trinity provides free on-site parking to all staff whilst on-duty.
- Employee Assistance Program offering independent, confidential support to employees and immediate family on health, personal, workplace, legal and money issues.
- Automatic entry into the theatre Friends scheme at no charge.
- Complimentary tickets available subject to conditions.
- Discounts at our onsite Kitchen and Bar, both on and off duty, and complimentary hot/soft drinks.

Probation

The probation period will be three months for both parties. Notice period will be eight weeks for both parties.

How to Apply/Join Trinity

Application Form

Applicants should complete a Trinity job application form and submit it to hr@trinitytheatre.net by 12 noon Friday 4th November .

1st Round Interviews

A shortlist of candidates will be invited to attend an in person interview which will include competency questions and may include an exercise component. These will take place in the week commencing 7th November

2nd Round Interviews

There may potentially be a second round interview, dates TBC.

References

References will be taken up for all shortlisted candidates.

Role Commencement

The role is to be offered immediately after interview and, subject to candidate availability, would begin as soon as possible.

Questions

Initial questions can be directed to sean@trinitytheatre.net

If you need this information in another format or have any access requirements for interview please contact HR@trinitytheatre.net or ring 01892 678671

Further Details

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Information provided on the Equal Opportunities Monitoring Form is separated from your application, held confidentially and only used to monitor and analyse Trinity policies. It is not used during the short-listing process. All information in your application is treated in the strictest confidence. Your application will be kept on file for a maximum of 12 months and then destroyed.

Equal Opportunities

Trinity Theatre values and promotes diversity and is committed to equality and opportunity for all. All employees are required to comply with and actively promote our Equality policy, and no job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion. If any candidates have any concerns about the specifics of the recruitment process they should make contact to discuss any potential adjustments. Job shares would be considered if applications made jointly.

Appointments

In line with the Trinity's Safeguarding Policy, any relevant appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. Trinity will not discriminate unfairly against any convictions or other information revealed.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.