

## FUNDRAISING & COMMERCIAL DEVELOPMENT OFFICER THEATRE PECKHAM: INSPIRING CREATIVITY & AMBITION



Our vision: Creating the environment in which young people of all ages have equality of opportunity to lead, participate, work in and enjoy the arts and culture.

### Background information:

Theatre Peckham is an award-winning cultural venue for artistic excellence and social change. Through the power of theatre, we illuminate young voices, provide skills and opportunities, and platform excellent creatives who are locally focused with a national and international vision. At our South London home, we commit to producing new writing and performance focusing on young, culturally diverse talent.

We are a two-time Offie-nominated theatre, platforming cutting edge productions in our state of the art, 200-seat theatre and studios, that push the boundaries of form, use exciting ways to retell existing or imagine new stories, and engage with hyper-local audiences. A range of projects take place in collaboration with a variety of partners, including schools and community groups, producing high quality work, developing artists, drawing audiences, supporting communities and above all, growing a talent pool for the creative industries.

Theatre Peckham is regarded as a key player in the local arts and education landscape, we deliver local and national priorities in terms of cultural diversity, economic disadvantage and children and young people. The key strength is quality engagement with young people, enabling them to find their voice in the world and in the arts industry.

This is a pivotal time to join Theatre Peckham as we start to build back after the impact of the pandemic, realise ambitious plans to grow creative industry associations, raise the profile of young people's work and develop new community partnerships. Our aim is to be London's Leading Learning Theatre providing high quality training to young performers, emerging artists and young technicians in a venue that is locally focused with a national and international vision.

We are now looking to appoint a highly motivated Fundraising and Commercial Development Officer with attention to detail and keen to engage in every aspect of Theatre Peckham's fundraising, from bid and report writing to building relationships and researching new and existing funding.

## FUNDRAISING AND COMMERCIAL DEVELOPMENT OFFICER JOB DESCRIPTION

**Job Title:** Fundraising & Commercial Development Officer

**Responsible to:** Head of Partnerships

**Work closely with:** Head of Partnerships, Artistic Director, Company Administrator, Head of Finance

**Purpose of Role:** To support administratively the fundraising and commercial Development team and actively contribute to its overall success by helping to build lasting Trust and Foundation relationships as well as individual donor relationships, with the potential to personally bring low to mid-level donations.

### **Principal responsibilities:**

#### Trusts and Foundations

The Fundraising / Commercial Development Officer will conduct research into possible funding streams for funding priorities and attend potential funding webinars to report back to the team. They will draft applications for small grants (under £10,000), develop relationships, manage bookings with commercial, cultural and corporate partners and support the CEO and Company Administrator in making applications for large grants.

They will be responsible for collecting information from the delivery team for reporting purposes and support in reporting to funders and will take the lead on ensuring our impact reporting is in line with our mission, vision and theory of change.

They will liaise with all teams to ensure that project information and budgets are up to date on the Activity Tracker.

#### Other duties

Research potential individual supporters and assist the team in delivering the strategy for recruiting them. They will support the team in holding the relationship through drafting letters and correspondences.

Take the lead on building / maintaining relationships with local business as part of Theatre Peckham's 'Love Local' Campaign.

The individual will be expected to attend regular meetings with the whole staff team as well as read-throughs, sharings, preview, press and supporters nights and other Theatre Peckham events as required.

### **Essential Skills**

- IT Literate (specifically Office 365, Word and Excel)
- Good written and verbal communication skills
- A strong interest in working with Young people and the wider community.
- A strong understanding of the needs of the community.
- Self-motivated with the ability to handle a range of projects.
- A natural collaborator who will fit into a close-knit company with ease, humour and confidence.
- Flexible and adaptable approach, including being available for some weekend/evening commitments
- Resilient, robust and personable
- Ability to use own initiative and also work as part of a team.

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment. The applicant does not need previous experience working in the arts but should have a passion for Theatre Peckham's values.

### **Terms:**

Work address: Theatre Peckham, 221 Havil Street, London SE5 7SB



The post is offered initially for a 6 month fixed term

**Salary:**

Salary: London Living Wage (£19,747 pro rata)

25 hours per week worked as Monday – Friday 10am-4pm (including a 1-hour unpaid lunch break)  
Normal office hours are 10am to 6pm, between Monday and Friday. The annual paid holiday entitlement is 20 days plus public holidays, pro rata. There is a probationary period of one month.

The successful candidate will be expected to apply for an enhanced DBS check or hold a valid DBS certificate granted in the past 18 months. Theatre Peckham is a family friendly employer and can consider flexible working hours to suit the successful candidate.

**How to Apply:**

If you would like to apply for the post please download the application form and the equality monitoring form from our website and send it with a short covering letter in the body of the email to Amy Hubbard, [admin@theatrepeckham.co.uk](mailto:admin@theatrepeckham.co.uk)

Please note that only applications submitted on Theatre Peckham's Application Form will be considered. We do not accept CVs.

Closing date for applications: 10<sup>th</sup> May 2021

Interviews: Week commencing 17<sup>th</sup> May

Please note that this position is funded by DWP as part of the Kickstart Scheme. You must be referred to Theatre Peckham by your local Job center and be in receipt of Universal credit. More information can be found here: <https://www.gov.uk/government/collections/kickstart-scheme>

Theatre Peckham welcomes and encourages applications from everyone regardless of their age, gender identity, ethnicity, religion or belief, sexual orientation, disability or nationality. We look forward to receiving your application.

**GUIDANCE NOTES FOR APPLICANTS**

These notes are intended to help you participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form. If you have any difficulty in completing the form please contact Amy Hubbard on [admin@theatrepeckham.co.uk](mailto:admin@theatrepeckham.co.uk)/ 0207 708 5401

**APPLICATION PACK**

There are 3 documents that you need (1) Job Description (2) Application Form (3) Equal Opportunities monitoring form. They are all available on the Theatre Peckham website. If you cannot obtain copies please contact us for the support. The purpose, key tasks and responsibilities of the position are set out in the job description. It is important to read all the information carefully the application form

**COMPLETING THE APPLICATION FORM**

**General Points**

- Please do not attach your CV or copies of education certificates to your application
- Applications in the form of CVs will not be considered
- Type or write clearly in black ink and do not use staples, to allow for photocopying
- Please return via e-mail
- You must be eligible for the Kickstart Scheme to apply

**Working through the form**

- Ensure that you clearly state the full job title on your application form.
- If you are applying for a job share please state this on the application form. Each individual will need to complete a separate application form.
- Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.
- The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required for the job. You will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement.
- It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.
- Do not forget to proof-read your form and check for any errors before returning it to us.

Before sending in your form, it is advisable to take a copy for your own reference. Please return your form to Theatre Peckham and ensure that it reaches us before the closing date. Applications received after the closing date cannot be considered. If you are having problems returning your form by e-mail please call to let us know you.

## SHORTLISTING

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.

Unfortunately, due to the high volume of applications expected we are unable to write back to all those who are unsuccessful at this stage or to give specific feedback on why you have not been shortlisted. If you have not heard from us within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

If you are shortlisted, we will normally contact you by telephone to invite you to interview. This will be confirmed by email which will outline full details of the selection process. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment at Theatre Peckham are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

## DATA PROTECTION ACT, 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. We are the data controller for your personal data and will ensure it is used and stored in accordance with the Data Protection Act (1998), the Privacy and Electronic Communication Regulations (2003) and as of the 25th of May 2018, the EU General Data Protection Regulation (EU 2016/679). If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Theatre Peckham's equal opportunities practices. By submitting your completed application form you



are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good Luck with your application