

DEVELOPMENT MANAGER JOB DESCRIPTION THEATRE PECKHAM: INSPIRING CREATIVITY & AMBITION



Our Vision: to build a genuinely representative and inclusive society where *everyone* can participate in, lead, work in, and enjoy creativity and culture.

Background information: Theatre Peckham is multi 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 Award Winning Theatre including 2022 Special Recognition Award for our exceptional work; platforming cutting edge productions that push the boundaries of form, use exciting ways to retell existing or imagine new stories, and engage with hyper-local audiences. We host a range of projects in collaboration with partners (including Rambert, CTC Dance Company, Young and Talented, RADA and Guildhall) to platform high quality productions, developing artists and engage new audiences.

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

Embedded across all the work that we do is our commitment to building a healthy, representative, and equitable sector.

This is an opportunity to join Theatre Peckham's dynamic team who work collaboratively and are a driving force of change within the industry.

DEVELOPMENT MANAGER JOB DESCRIPTION

Job Title: Development Manager

Responsible to: Creative Producer

Work closely with: CEO/Artistic Director, Partnerships Officer, Company Administrator, Head of Finance, Head of Communications

Responsible for: Partnerships Officer

Purpose of Role: To lead the delivery of the Fundraising and Development strategy through building and maintaining strong relationships with Trusts and Foundations, companies, public funders and individual donors.

Principal responsibilities:

Trusts and Foundations, companies and public funders

The Development Manager will

- Manage an existing portfolio of Trusts and Foundations, ranging between £5,000-£150,000 annually and nurture a long term relationship with these funders.
- Improve and deliver our fundraising strategy to generate income for project, core and occasionally capital cost.
- Carry out in-depth prospect research to support approaches; gather data on Theatre Peckham's achievements, impact and output to create bids and proposals
- Cultivate new relationships with prospective funders.
- Liaise effectively with the Theatre Peckham Team to understand funding priorities, build sufficient cases for support and develop impactful reports.
- Ensure that all funding and sponsorship benefits, crediting and reporting requirements fulfilled and in a timely and professional manner.
- Update and maintain Bernie, our database of contacts and history of donors
- Lead on ensuring our impact reporting, particularly to our public funders, is in line with their requirements and our mission, vision and theory of change.

Individual Donations:

- Create and deliver plans to engage potential supporters that ensure engagement and support, with particular focus on building long-term unrestricted income;
- Identify potential new and repeat supporters through independent research and conversations with Trustees and advocates;
- Capitalise on individual Giving opportunities through additional activity such as The Big Give, Raffles and bespoke activities around productions, e.g. the annual Christmas show.

Other duties

- Work with the Head of Communications to ensure a consistent and well-presented message on financial need and opportunities for support
- Attend staff meetings, training sessions and other events, some of which may take place outside normal working hours.
- Undertake other duties as may be reasonably required to support Theatre Peckham activities.
- Advocate for Theatre Peckham externally.
- At all times to carry out duties and responsibilities with regard to Theatre Peckham's policies and procedures.
- Prepare information for internal reports including board reports as required

The Development Manager 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

Salary: £32,000- £35,000 pro rata depending on experience

21 hours per week worked as 3 days 10am-6pm (with a one hour break).

We are open to discuss the working schedule to suit the successful candidates needs, however we will require you to be work on a Tuesday morning as this is when we hold our weekly team meetings.

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. There will be a 3 month probation period

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 via email.

Please address the letter to Amy Hubbard, Company Administrator: admin@theatrepeckham.co.uk

Closing date: Thursday 11th August at 5 pm

Interviews: Week commencing 22nd August

Start Date: September 2022



Please note that only applications submitted on Theatre Peckham's Application Form will be considered.

We do not accept CVs.

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 to 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 / 020 7708 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 to download on the Theatre Peckham website. If you cannot obtain copies please contact us for support. The purpose and key tasks and responsibilities of the position are set out in the job description. It is important to read all the information carefully before completing the application form.

COMPLETING THE APPLICATION FORM

General Points

- Please do not attach your CV or copies of education certificates to your application form. 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.

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. Late applications will not be considered. If you are having problems returning your form, please get in touch.

SHORTLISTING

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

We aim to let everyone know within two weeks of the closing deadline whether they have been shortlisted for an interview. Due to the high volume of applications expected we are unable to give individual feedback at this stage.

If you are shortlisted, we will normally contact you by email to invite you to interview. 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.