

NEWHAMPTON ARTS CENTRE

FUNDRAISING OFFICER (PART-TIME)

September 2022

NAC, Dunkley Street,
Wolverhampton
WV1 4AN

T: 01902 572 090

E: admin@newhamptonarts.co.uk

FUNDRAISING OFFICER (PART-TIME)

Salary: £20,759.96 per annum (pro rata)

Responsible to: The Chief Executive at Newhampton Arts Centre.

Hours of work: 18.75 hours per week (0.5). Additional hours may be required at busy times by agreement and will be paid at the same rate

Start Date: 31 October 2022 (or as soon as possible after this date)

Job Status: Permanent

CONTEXT

Newhampton Arts Centre (NAC) is a busy community arts centre in the Whitmore Reans area of Wolverhampton. NAC has a year-round programme of live events (music, theatre, spoken word, family shows) and almost 30 weekly courses and classes. It is also home to a community of resident creative and community organisations and artists, including two recording studios, visual artists, adult training providers and a tattooist. Our mix of live music from artists like The Wedding Present, Turin Brakes, Gaz Coombes and Mahalia, our contemporary jazz and folk music programmes, together with work for families and courses and classes makes NAC an exciting place to work.

Newhampton Arts Centre is looking for a Fundraising Officer to work with the Chief Executive, programming team and Community Arts Development Officer to develop new sources of funding to support the Centre's growing programme of live events, classes and participatory programmes.

NAC has a robust business plan that enabled it to survive the pandemic. We are not looking for a bid-writer to shore up the bottom line, but one who can be part of the next phase of NAC's development and help us increase the number of people we reach, and the quality and range of our programmes.

NAC is currently a National Portfolio Organisation of Arts Council England and the fundraiser will be building on a strong track record in recent years that has seen NAC secure funding from Esmée Fairbairn Foundation, Paul Hamlyn Foundation, Architectural Heritage Foundation, Eveson Trust and others.

It's an exciting time to be joining NAC. As well as a programme of work that runs to 2026, we are in the early stages of a major capital redevelopment of the site and the post-holder will have a key role in shaping the NAC of 2040.

KEY RESPONSIBILITIES

- ▶ Develop and manage the fundraising strategy (within the organisational strategy and annual budget and business planning processes). This will include the setting and monitoring of appropriate targets.
- ▶ Prepare, schedule and submit funding applications to public funding bodies, lottery distributors, grant-giving trusts and foundations and other funders.
- ▶ Work with members of the team to improve our data capture and analysis, to enable stronger cases for support to be developed.
- ▶ Initiate, develop and sustain relationships with potential funders, focusing particularly on securing income and benefitting all areas of fundraising activity.
- ▶ Monitor policy changes amongst funding agencies.

PERSON SPECIFICATION - Who are we looking for?

- ▶ You will love talking and writing to people and be able to convey your passion for NAC's programme, building and values to a wide range of current and future funders.
- ▶ You will know how to identify prospective funders, nurture relationships with them and champion NAC with many different partners. We are looking for someone who will embrace and enjoy working with our whole team to deliver results against attainable targets and in a supportive working environment.
- ▶ You will have excellent communication skills and be able to compose clear and compelling cases for support to Lottery distributors, public funders and grant-making trusts.
- ▶ You will be able to carry out research and consultation to establish need and create robust evidence bases to add weight to proposals.
- ▶ As well as being a fundraiser, you will also be a great administrator – and take pride in all matters of record keeping, compliance and administrative management.
- ▶ You'll have had some experience in fundraising but are at a stage in your career where you want to take more responsibility for leading on bids and fundraising relationships. Previous fundraisers at NAC have gone on to work for leading producing theatres and national arts organisations.
- ▶ NAC is keen to find the right person and it has recently introduced Hybrid Working and Working from Home policies for its staff. Many of our staff have additional caring responsibilities or balance work at NAC with other professional commitments. We would urge anyone interested but keen to know more about the work environment to have an informal chat before applying.

Terms of Employment

- a. Wages will be paid monthly by Direct Payment into a named UK bank account.
- b. Newhampton Arts Centre will pay Employer's National Insurance Contributions. Tax and National Insurance, plus any other statutory deductions (including student loan repayments), will be deducted at source.
- c. Pay is reviewed annually in April of each year.
- d. Pension: An auto-enrolment pension scheme is in operation with The People's Pension. Current contributions are 3% for employer and employee.
- e. Holidays: 25 paid days per year, pro rata, plus statutory holidays, and including Christmas and New Year site closure days. Holidays must be taken at times convenient to the running of the NAC.
- f. Training: Appropriate training will be provided as necessary.
- g. Probation: This contract is conditional on a satisfactory probationary period of one month.
- h. Sick Pay: Absence due to sickness must be notified by 9am on the first day or as soon as possible.
- i. Grievance and Disciplinary Procedures will be dealt with by Line Manager and then the CEO in the first instance. If necessary, matters can be referred to the board members responsible for staff Issues.
- j. Termination of contract: Four weeks' notice of termination of contract is required on either side.
- k. Security: The Employee will be responsible for looking after keys and security codes entrusted to them and will not pass these on to any unauthorised individual
- l. Staff Handbook: Full conditions of employment are available in the NAC office.
- m. Any offer of employment is conditional on an Enhanced Disclosure and Barring Services check.
- n. NAC reserves the right to require all employees to follow specific public health guidance that may be issued by either national government or local authority.

HOW TO APPLY:

Complete the application form, available from admin@newhamptonarts.co.uk and return by email to admin@newhamptonarts.co.uk by the closing date below.

If you have additional needs and wish to apply in another form then please do get in touch on admin@newhamptonarts.co.uk and we will agree an alternative method of application.
Deadline for Applications: 5pm on Friday 14th October

Interviews: Thursday 20th October (please indicate on your application any times on this day you are not available)

For an informal chat about this post telephone Chief Executive Trevelyan Wright on 01902 572090 or email admin@newhamptonarts.co.uk with a phone number to receive a callback.

Newhampton Arts Centre Wolverhampton
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