

JOB DESCRIPTION & SPECIFICATION	
Role Title:	Development Manager
Role Reports to (role title):	Senior Artistic Director & Chair of Board of Trustees
Pay	Self employed basis – up to £200 per day The post will commence with a three-month trial period. The successful candidate will be hired each term and post is funding-dependent.
Hours of work & Days:	16 hours per week. Additional days may be requested in the lead up to performances, events and large scale funding deadlines. The post holder will be paid accordingly.
Place of work:	The Angel Shed office is based at the City and Islington College, 444 Camden Road. This role can be home based but we will expect at least 4 hours per week to be spent in the office.

Angel Shed is an inclusive theatre company that has been delivering high-quality workshops and productions with children and young people in Islington for the past fifteen years. We are a registered charity and rely solely on support from trusts, foundations and donations.

Angel Shed's vision is that every child, regardless of ability or background given is given the opportunity to participate in the performing arts. We have three members of staff in every workshop and train up volunteers to work directly with the members on and off stage, enabling every child, whatever their ability, to be fully supported to achieve their very best.

The successful candidate will be part of a passionate, proactive and creative team. They must demonstrate flexibility and have excellent communication skills to deal with the demands of working for a small charity. They will have a high level of initiative, direction and vision. They will work across the organisation with all members of the team.

Advertised: 17th June 2019

Application Deadline: 5pm - 3rd July 2019

Interview Date: 15th July 2019

Start Date: TBC – August 2019



Main Duties & Key Responsibilities

Fundraising

- Developing and implementing a fundraising strategy.
- Managing funders' requirements, all funding applications, evaluation and reporting in a timely & professional manner.
- Building relationships with existing and new funders.
- Managing and developing new sources of revenue, including corporate sponsors, individual giving, tendering opportunities, statutory funding and commercial initiatives.
- Attending funding events, workshops and other relevant events.
- Communicating funders' requirements to the team to ensure all expectations are met.

Development

- Collaborating with the Artistic Team and the Trustees to create projects, budgets and future opportunities to further the charitable aims of the organisation and sustain growth.
- Attending community partner events and developing networks.
- Developing relationships with existing and new partners and stakeholders.
- Developing Angel Shed's image within the local community and beyond.

Person Specification

Essential Experience/Skills:

- At least 3 years experience of working in the charity sector.
- Successful track record in charity fundraising; writing funding bids to trusts and foundations, writing project/progress reports & completing returns to a high professional standard.
- Successful track record of engaging corporates, developing fundraising strategies for corporates and developing long term relationships with corporates.
- Experience of working in a small team and having the ability to work alone using initiative to manage own workload.
- A good understanding of the Arts and the ability to write about theatre and its value and impact for children and young people.
- Understanding of the importance of sensitivity and confidentiality when working in an inclusive theatre setting with vulnerable members.

Desirable Experience/Skills:

- Previous managerial experience in the charity sector.
- Experience of working with children and young people.
- Proven experience of small charity legal and regulatory obligations.

T: 0207 700 8689 M: 07910 822 412 E: info@angelsheadtheatre.org.uk

444 CAMDEN ROAD, ISLINGTON, LONDON N7 0SP

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Essential Personal Qualities:

- Active interest in inclusive theatre and commitment to working in ways that reflect the values of Angel Shed.
- A passion for the arts, community engagement and commitment to equal opportunities and inclusivity.
- High level of enthusiasm and ability to maintain confidentiality and professionalism at all times.
- Ability to deal with challenging issues with discretion and the proper level of concern.
- A willingness to work flexible hours and to take on any extra duties, which may arise.
- Excellent verbal and written communication skills.
- A high level of administrative and organisational skills and good attention to detail.
- Excellent IT skills: MS office, Apple Mac systems, databases, website management.
- Strong interpersonal skills and experience of working effectively within a team.

Angel Shed Theatre Company is committed to equal opportunities in respect of service delivery, policy and planning, recruitment and employment practices.

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