



worthing theatres and museum

Fundraising Officer

(temporary, maternity cover)

Job Description and Information Pack



Worthing Theatres & Museum is a unique arts and heritage charity with a large portfolio of distinct venues: WTM Museum and Gallery (visitors 60K per annum), Connaught Theatre (520 seats), Connaught Studio (164 seats), Pavilion Theatre (750 seats), Pavilion Atrium (creative space with option for 200 seats) and Assembly Hall (950 seats), all positioned within the heart of the borough town of Worthing in West Sussex.

WTM offers a positive and supportive workplace that promotes unity and diversity providing an environment where differences and what we have in common are celebrated. We engage with responsible and respectful working practices and empower our team to shape and deliver WTM's key objectives with integrity. WTM opposes all forms of discrimination.



Worthing Theatres & Museum is an ambitious organisation that presents a vibrant, diverse and entertaining programme of performances (theatre, contemporary circus, dance, comedy, music, family theatre, talks), events, film, exhibitions and workshops. We manage a museum collection of national significance (costume, archaeology, fine art, toys), present an annual outdoor summer festival and collaborate with leading UK producing and touring companies. We engage with our local communities through a range of projects, partnerships and venue hires, using art and culture to create opportunities for the benefit of the wider community. WTM engaged with 400,000 people per year pre-pandemic.

Our annual turnover, before the pandemic, was approximately £5.8 million. WTM receives an annual service payment from Worthing Borough Council for the management and development of its cultural assets. Additional income is earned through ticket sales, fundraising and other revenue streams which include a contribution from our secondary trading activities, such as bars and kiosks (through our wholly owned trading subsidiary).



**Vision:**

Our vision is a community in which everyone's lives are enriched through vibrant, exceptional arts and heritage.

Mission:

Our mission is to enable everyone to access arts and heritage by:

- Delivering a rich and diverse year-round programme of cultural activity
- Creating shared experiences that inspire, challenge, educate and entertain
- Reaching out into communities, providing accessible pathways to experience creativity
- Developing opportunities and partnerships with artists and companies
- Championing inclusion, supporting the creation and presentation of work that celebrates diversity
- Creating aspirational opportunities for young people within the cultural industries

**Values:**

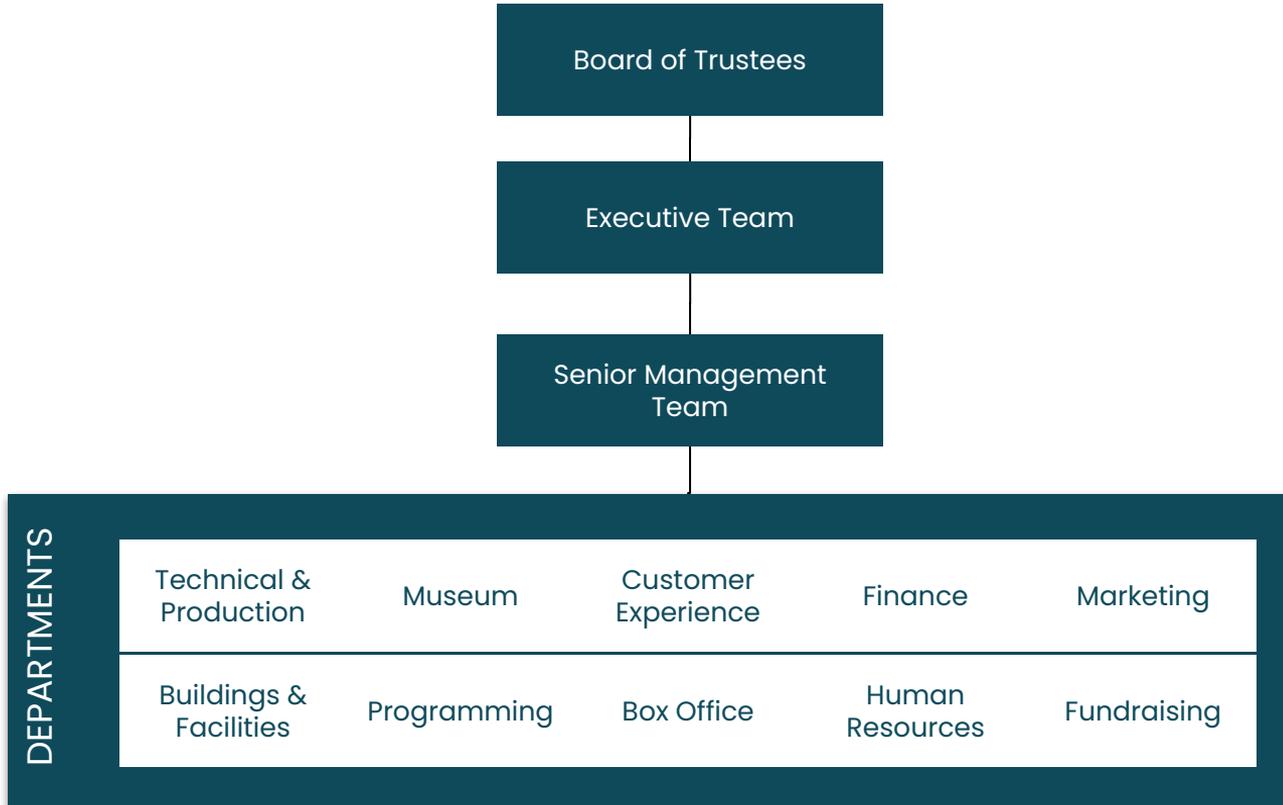
In everything we do we will:

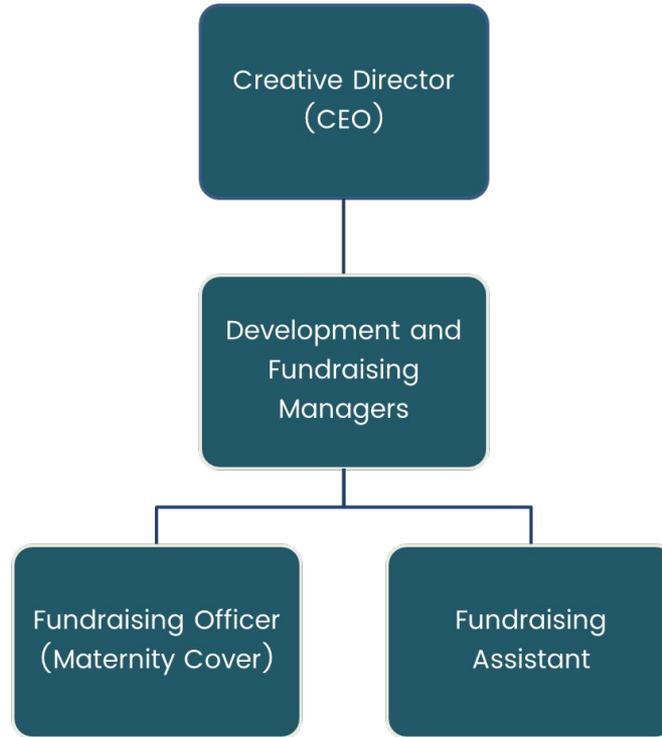
- Promote excellence
- Listen and respond to our community and the sector
- Commit to inclusivity across all aspects of the organisation
- Support and enhance the wellbeing of everyone we interact with
- Nurture a culture of collaboration, respect and integrity
- Take responsibility for our environmental impact

The charity has ambitious plans for the large portfolio of venues with three large scale capital projects over the next ten years, starting with a £4 million redevelopment of the museum, taking the building back to its original open plan architecture and enabling the display of 30% of the collections (currently just 5%).

This will be followed by a redevelopment of the Connaught Theatre and Studio and lastly the redevelopment of the Pavilion Theatre to increase the wing space (which will allow large scale musicals) and add a balcony and raked seating giving every audience member a clear view of the stage.







WTM offers a range of benefits to its employees including:

- Workplace pension
- Occupational sick pay (after completion of probation period)
- Help with the cost of eye tests for DSE users
- Help with the cost of flu jabs
- Life and Progress Employee Assistance Programme where employees can access various services including counselling and legal advice
- Wider Wallet discount and benefits platform
- Staff ticket offers on WTM shows, cinema and events and discounts on bars, kiosks and retail





Salary	From £22,459 to £23,834 per annum (depending upon experience, pro-rata for part-time)
Hours	30-37 hours per week (full time), 20 hours/job share may be considered, hybrid available after first 4 weeks (max 40% hours at home per week) 12 month maternity cover post (potential to extend), starting December 2022 where possible
Holiday	20 days per annum, plus 8 standard bank holidays per annum
Probation	6 months
Notice period	One month
Closing Date	5th December 2022 (you may be contacted prior to the closing date for an interview, WTM reserves the right to close the job early)
Interview Date	Will be arranged with candidates individually
Place of Work	All WTM Venues
Reports To	Fundraising and Development Manager
Line Manager Responsibility	None

Principle purpose of the job (role summary)

This post will contribute to the organisation's overall success by supporting the delivery of the fundraising targets, helping to secure income from trusts and foundations, individual giving, the membership scheme and the corporate sector. Supporting with all aspects of fundraising including research, writing and administration and cultivation.

Main Duties, Tasks and Responsibilities

- Work with the fundraising department to achieve the annual fundraising targets.
- Research and identify trusts and foundations whose funding criteria are aligned with the organisation's activities and to develop imaginative and compelling grant applications.
- Assist in the administration of grants from trusts and foundations, ensuring that funding terms and conditions are met in a timely way in relation to acknowledgement, reporting and evaluation of grants.
- Support in identifying and cultivating prospective donors; support a high level of stewardship.
- Support in preparing funding applications and reports for Art Council England and all other statutory funding bodies.
- Support in developing an individual giving programme with opportunities for giving at all levels, including small one-off donations, the membership scheme and gifts/legacies.
- Assist in developing and delivering imaginative individual giving appeals and campaigns that encourage regular giving and increase levels of support from this area.
- Help to plan and deliver cultivation events to secure support and raise the profile of Worthing Theatres & Museum.
- Develop high-quality communications for use online and offline to drive fundraising.
- Become proficient in Spektrix to maximise the use of the CRM as a fundraising tool.
- Ensure data on all matters related to projects are maintained and monitored.
- Update website with the relevant fundraising information, supporters lists/credits.

General Duties of all WTM Staff

- Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
- Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
- Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or WTM policies.
- Promote the service and WTM positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Please note duties will be set out in this job description but please note that WTM reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Essential Experience, Skills and Knowledge

- Proven track record in successful fundraising from Arts Council, the National Lottery Heritage Fund, corporate sponsors, individual giving and trusts and foundations.
- Previous experience of delivering against fundraising targets.
- Experience of managing sponsor relationships and delivering stewardship.
- Ability to prioritise workload
- Ability to work to tight deadlines.
- Ability to work on own initiative.
- Good level of competency in Word and Excel
- An understanding of equalities and how this applies in the workplace, thinking about both customers and colleagues.

Desirable Experience, Skills and Knowledge

- A thorough understanding of all aspects of corporate fundraising from prospecting and cultivation through to stewardship and renewals.
- Experience of researching, writing and producing persuasive, targeted and well presented proposals and pitch presentations.
- Confident and articulate in written and verbal communications.
- Ability to communicate effectively and develop relationships.
- Experience of using Spektrix for fundraising or equivalent.

Recruitment Process

To apply visit our website below and fill out an application form on our recruitment portal Staffsavvy.

wtm.uk/whoweare/workforus

We will email all unsuccessful applicants who have not been shortlisted. Due to the volume of applications we cannot always provide feedback to candidates but will always endeavour to do so.

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

Equal Opportunities

Worthing Theatres & Museum is a registered charity and pursues a policy of equal opportunities. Worthing Theatres & Museum values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from all backgrounds and all parts of the community.

All applications are judged on merit.

If you have any questions or require any support with the application process please get in touch with the HR team at hradmin@wtm.uk.

