



worthing theatres and museum

Junior Development Assistant



Salary: Current National Minimum Wage (depending on age, based on a full year)

Hourly Rate: Current National Minimum Wage (depending on age)

Hours: 25 per week

Holiday : 20 days p.a. plus 8 standard bank holidays (pro rata)

Contract: 6 months

Place of Work: Connaught Theatre, Union Place, Worthing

Closing Date: 19th July 2021

Interview Date: TBC

Who We Are

WTM (Worthing Theatres & Museum) is a newly registered charity dedicated to the following primary objectives :

- ☒ Promoting Dramatic Arts, Theatre and other cultural activities at the Pavilion & Connaught theatres, The Assembly Hall in Worthing.
- ☒ At every opportunity, using these cultural activities to advance Education and promote Social Inclusion.
- ☒ The preservation of important historical collections of decorative arts and clothing in Worthing Museum



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Job Description

Principal Purpose of Job (Role Summary)

This post is part of the Kickstart scheme which is a £2 billion fund to create hundreds of thousands of high quality 6-month work placements for young people. This post offers entry level skill building opportunities for those looking to pursue a career in fundraising and development. The role involves supporting the Development and Fundraising Manager with general administration of funding bids, individual and corporate giving. This is a unique opportunity for the successful candidate to gain entry-level experience in a fundraising environment. Due to Covid-19 some remote working may be required as part of this role, necessary equipment will be provided.

Main Duties, Tasks and Responsibilities

1. Support the Development Manager in administering WTM's membership programme and drafting communications for members.
2. Assist in the creation of funding reports for existing supporters.
3. Assist the Development & Fundraising Manager in creating proposal templates for key projects
4. Support the Development and Fundraising Manager in the general administration of funding bids and corporate giving
5. Assist in researching and identifying potential new funding opportunities and corporate prospects.
6. Assist in the organisation of and attend supporters' events including liaising with front of house staff and collating guest lists.

General

1. Undertake all duties in accordance with WTM policies, in particular those relating to Customer Care and Equal Opportunities.
2. 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.



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3. 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.

The postholder 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.

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 postholder 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.

Additional Employability Support and Training

The successful candidate will receive the following support and training:

1. 1-2-1 mentoring and progress monitoring
2. CV writing support
3. Interview skills training and mock interviews
4. Access to Cities of Learning online support portal
5. Digital credentials
6. WTM induction training (including equality and diversity, health and safety, safeguarding and fire safety)
7. Systems training (as required)- Gsuite, Spektrix
8. Access to a range of work-based online courses via WTM's learning platform subscription

Criteria

Essential

1. Positive attitude and a desire to learn and develop new skills
2. Confident using IT systems (computer, phone, tablet etc)
3. Good communication skills



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4. Organised
5. Good literacy skills

Desirable

1. A confident communicator, able to engage with a variety of stakeholders in a friendly and professional manner
2. Knowledge or experience of fundraising and/or conducting research
3. Experience of using databases such as Spektrix or equivalent
4. Previous experience of working or volunteering in a similar culture/charitable environment at any level

How To Apply

If you are interested in applying for this role please visit our website at <https://wtam.uk/job-vacancies/> and download the application form, once filled out please submit this to business.admin@wtam.uk by the closing date.

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.

