



**SCOTTISH
YOUTH
THEATRE**

FUNDRAISING MANAGER
JOB INFORMATION PACK
May 2018

Responsible to:	Chief Executive
Salary:	£30,000 per annum
Hours of work:	40 hrs per week
Holiday entitlement:	29 days per annum (includes all public holiday entitlements)
Probationary period:	6 months

Scottish Youth Theatre is seeking a full time permanent Fundraising Manager to spearhead a fundraising strategy for the organisation. This is a new role for the company, designed to make a step change towards a broader portfolio of regular sources of income to achieve in excess of £200k per year.

We are seeking a highly motivated, multi-skilled individual with the ability to think creatively and spot the opportunity in both customary and unlikely places. Keen to step into a leadership role, you'll have proven experience across a range of fundraising approaches and be ready to bring all you know to Scottish Youth Theatre. You'll be passionate about the impact of the arts on young people and have the ability to enthuse others in your pursuit of funds for the organisation and its national activity. You'll be a strong team player, experienced in building and maintaining internal and external relationships with a solid understanding of funding in the arts/charitable sector.

SCOTTISH YOUTH THEATRE

Scottish Youth Theatre (SYT) is one of Scotland's national youth performing arts companies and has been providing theatre arts experiences to young people in Scotland since 1977.

We bring together young people from across Scotland to develop them as theatre-makers in their own right. We facilitate their collaboration with industry professionals to extend their learning and inspire their ambitions. We support them in making work that is bold, relevant and high quality.

The company has been undergoing a significant period of review and change. A new operational business model and staffing structure are being implemented in 2018 and the Fundraising Manager has a crucial role in consolidating the organisation's financial footing to achieve a sustainable future. This is an exciting time to join the organisation with the opportunity to make a significant contribution to the ongoing changes and the future success of the company.

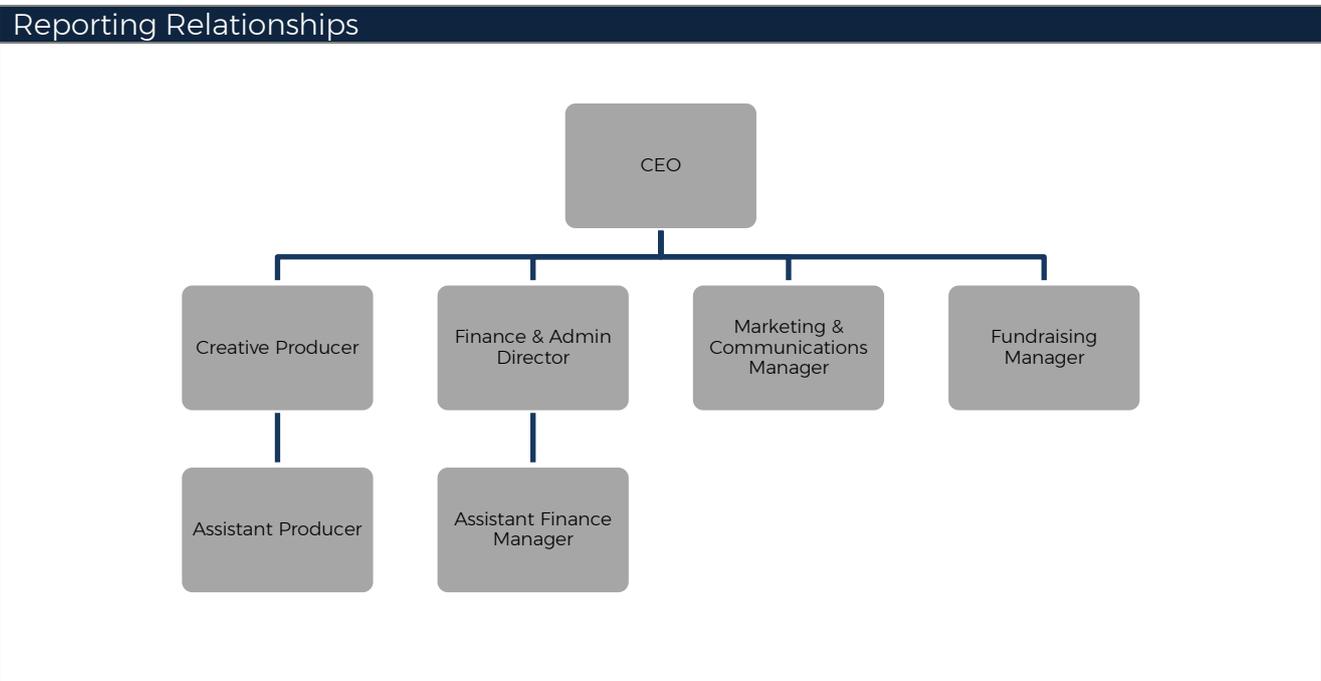
SYT has its own multi-purpose venue in the Merchant City area of Glasgow which operates as a social enterprise to generate income for the main charitable activities. 2018/19 will see the extension of this business model with the venue becoming a separate trading arm from the main youth arts charity.

[Further information on SYT](#)

Job Details	
Job Title	Fundraising Manager
Annual Salary	£30,000 per annum
Hours of Work	Full time (40 hours per week)
Annual Leave Entitlement	29 days per annum (inclusive of 9 public holidays per year)
Version Date	May 2018

Job Purpose

Lead on key aspects of fundraising for Scottish Youth Theatre. Achieve the design and delivery of a comprehensive fundraising strategy for the organisation, generating income to sustain the company and enable it to flourish.



- Role Objectives**
- Create and implement compelling and innovative fundraising plans for core revenue and projects, devising a strong cultural, social and economic rationale for projects and building evidence to support it.
 - Make relevant funding applications to both private and public sources, develop corporate partnerships and coordinate campaigns, fundraising events and appeals.
 - Design and implement a framework to identify and evaluate funding sources and potential new income streams. Develop a target list of grants, sponsors and donors matched to the needs of the organisation and the artistic programme.
 - Cultivate and maintain a range of positive and dynamic relationships with funders, major donors, sponsors and supporters to secure different kinds of financial support for the organisation.
 - Stay up to date with the artistic ambitions of SYT and effectively collaborate with colleagues, contributing to strategic planning, preparing relevant and compelling requests for support and coordinating fundraising activities.

- Ensure all internal and external monitoring, reporting and compliance requirements are met as defined by the Board and the terms of funding and investment partner agreements. Report regularly against income targets
- Maximise return on maintaining relationships with SYT patrons and alumni.

Knowledge and Experience

- High levels of proven success in a fundraising role, securing funds from a range of sources
- Experience of successfully managing campaigns, working with funders and preparing funding applications, including trusts and foundations
- Demonstrable experience of building and managing positive external relationships with a wide range of stakeholders
- Up to date knowledge of funding sources and donor schemes
- Proven experience of meeting financial targets within appropriate timeframes

Skills and Qualities

- A creative thinker, adept at matching need with opportunity and drawing connections in innovative ways
- Exceptional written and oral communication/presentation skills in making a compelling case for financial support in formats appropriate to a wide range of stakeholders
- Excellent administrative skills with the ability to develop and maintain effective systems and records
- A champion of young people and the arts, confident in selling the value of youth arts to secure new resources
- Motivated and tenacious, able to identify and act upon short timeframe opportunities alongside nurturing longer term relationships
- A natural collaborator, able to effectively contribute to organisational planning and to embrace the needs and ideas of others

Core Competencies

All SYT employees are expected to display the following behaviours:

Service

- Consistently aims for the best possible outcomes for young people and other customers
- Consistently delivers courteous and prompt service, making every effort to be flexible and approachable for customers
- Communicates effectively with all external stakeholders and enquiries
- Is a positive representative of the organisation
- Anticipates and plans for potential problems
- Makes sound, timely and appropriate decisions
- Values diversity – respects all values and viewpoints

Quality

- Is a role model for professionalism
- Continually looks for opportunities to improve current working practices and levels of service
- Makes optimum use of organisational resources
- Seeks feedback from colleagues and customers and responds positively
- Generates creative approaches and ideas to benefit the team and organisation
- Focuses on solutions rather than problems
- Continually updates skills and knowledge

Team

- Is committed to the aims and objectives of the organisation
- Makes a full contribution to successful team performance
- Takes appropriate levels of initiative
- Asks for help when under pressure and helps others when they are under pressure
- Demonstrates flexibility where required to do so
- Collaborates and communicates well with others, respecting all viewpoints
- Shares information and communicates in a timely and professional manner
- Has a positive perspective on change

The post holder needs as a minimum:

- Degree in a relevant subject or have work experience with progression to an equivalent level
- Ability to work from different locations and represent the organisation when required
- Ability to work flexibly and undertake some evening and weekend work
- High proficiency with IT packages, particularly Microsoft Office

This role involves regulated work with children and as such, the successful applicant will be required to register with the Protection of Vulnerable Groups (PVG) scheme (this will be administered by SYT before a firm offer of employment is made).

HOW TO APPLY

Please send the following:

- A letter of application, **maximum three sides of A4**, demonstrating how you meet the requirements of the role as laid out in the [job profile](#), specifically evidencing how you meet the required **knowledge, experience, skills and qualities** (see job profile above)
- Your CV including qualifications, work history and further training, **maximum four sides A4**
- The name and contact details of 2 referees. Please note referees will only be contacted after interview

We prefer applications to be sent as attachments by email.

They should be sent to Jacky Hardacre, CEO: jacky@scottishyouththeatre.org and marked **Fundraising Manager application**. Receipt of all applications will be acknowledged.

If for any reason you need to submit an application on paper please mark it **Private & Confidential** and post it to:

Jacky Hardacre
Chief Executive
Scottish Youth Theatre
105 Brunswick Street
Glasgow G1 1TF

For an informal discussion, contact Jacky Hardacre on 0141 552 3988.

Deadline for applications	10.00am, Monday 18 June 2018
Interviews	Thursday 28 June 2018 (provisional date)

Scottish Youth Theatre respects and adheres to Equal Opportunities legislation, in particular the Equality Act 2010.

Shortlisted candidates will be asked to demonstrate their eligibility to work in the UK.