



British Youth Music Theatre Job Description and Person Specification

| TITLE | HEAD OF DEVELOPMENT |
|---------------------------|--|
| Responsible to | Deputy Chief Executive |
| Internal Relations | <ul style="list-style-type: none">• Executive Producer, Associate Producer, Programmes Administrator, Marketing Manager, Finance Officer• Board of Trustees (responsible for corporate governance and approval of key policies)• Young people on company projects and their families |
| External Relations | <ul style="list-style-type: none">• Existing and potential funders• Partnering organisations• Schools and youth agencies |
| Role | <p>British Youth Music Theatre (BYMT) is the UK's leading music theatre company for young people aged 11-21. Supported by Arts Council England, we specialise in creating brand new musical theatre.</p> <p>The role has three principal foci:</p> <ol style="list-style-type: none">a) Maintaining and managing our existing portfolio of funders;b) Researching and approaching new funding sources to enhance existing streams;c) Supporting new business initiatives. |
| Main duties | <p>Responsibilities will include:</p> <p>FUNDRAISING</p> <ul style="list-style-type: none">• Building relationships with existing funders, providing reports and support materials, re-applying where appropriate for repeat or continued funding;• Managing the BYMT Friends scheme and recruiting more members;• Managing BYMT's prospect pipeline and administering the fundraising database and processes to ensure all approaches/applications are timetabled and actioned;• Researching and identifying new trusts, foundations and corporates to build a diverse prospect portfolio;• Managing the BYMT Bursary Scheme with the Production Administrator;• Delivering BYMT Fundraising events, in particular to grow BYMT's HNWI group of supporters – including a Christmas Auction and Fundraising Dinners/Salons;• Providing logistical and administrative support to the Board of Trustees Fundraising Committee;• Identify and seek potential sponsors for BYMT's productions;• Develop and grow an active stewardship programme for BYMT's funders;• Working with the Marketing Department on development campaigns such as the £300,000 campaign. <p>MANAGEMENT</p> <ul style="list-style-type: none">• Recruiting and managing development interns at pivotal points of the fundraising year;• Growing and strengthening BYMT's development function and team; <p>OTHER DUTIES</p> <ul style="list-style-type: none">• General administration e.g. dealing with email and phone enquiries, office post and other duties as required;• Assisting with other projects as and when required; |

- Ensuring adherence to the company's policies and procedures with particular reference to child protection, race equality, diversity and health and safety;
- Working collaboratively with team members and other colleagues to meet the company's aims and objectives;
- Working in a flexible manner and to undertake other duties as reasonably requested;

Working with young people

The postholder will be required to undertake a Disclosure and Barring Service (DBS) check

Terms and conditions

Salary/fee – up to £40,000 p.a. according to experience.

Probationary period – 6 months

Place of work – British Youth Music Theatre, Peckham, London, SE15 5JT

Hours of work - 37½ p.w.

Office hours – normally 10.00am to 6.00pm

Out of office – the post holder will be expected to attend performances and may on occasions be expected to stay on BYMT residential courses.

The postholder is encouraged to attend selected activities and projects on which BYMT is working which will, almost always, be in addition to the normal working hours.

Holidays - The post holder will be entitled to four weeks (20 days) paid holiday and time off in lieu for any bank holidays or weekends worked as required. Most of BYMT's courses take place during school holidays and as a result, holidays are generally not allowed during the period 15 July to 1 September.

Pensions - BYMT operates a workplace pension scheme through NEST.

Presentation – casual in the office but smart for occasional events and meetings.

Person Specification

British Youth Music Theatre (formally Youth Music Theatre UK) is seeking a Head of Development with a demonstrable successful track record in writing grant applications, forging strong relationships with current and new supporters and outlining a compelling case for support to those considering donating to British Youth Music Theatre. This is an exciting opportunity for a fundraiser who can demonstrate success in helping an organisation to increase revenue from a broad range of prospects including trusts and foundations, corporates, HNWIs and government funds and who is keen to join the talented team that supports this amazing national charity.

We are open to applications from candidates with a wide range of experience and a significant track record in a developmental or fundraising role. The post requires of the candidate methodical working, insightful analysis and research, quality written work and an engaging personality. The successful candidate will join a small team of staff in our new South London offices. Past BYMT staff now work in major arts venues including the Globe, English National Ballet, National Gallery, English National Opera and Sadler's Wells, in other charities such as The Clink and Anthony Nolan Trust, and within the political world including 10 Downing Street!

Qualifications/Experience

- Good all round level of education preferably up to degree level;
- At least 5 years relevant experience of fundraising preferably within the arts/cultural sector;
- Current knowledge of the funding climate through recent supplementary training;
- Significant experience of managing and developing high profile relationships and soliciting funds

Skills and Attitude

- Strong administrative skills
- Excellent communication and writing skills
- Excellent command of English

- An entrepreneurial attitude towards building the company's profile and financial success
- Excellent telephone manner
- Presentational and networking skills
- PC skills, particularly facility on a database such as Access, ACT! CRM, MS Office, and any of the Adobe suite of software
- Ability to manage a changeable schedule
- Ability to work well under pressure

Ability/Disposition

The post holder will need to have:

- Good people skills and be a team player
- The ability to work on their own initiative
- A rapport with a variety of people including young people, their parents, theatre and staff and teachers
- An understanding of issues affecting young people
- A knowledge of and interest in theatre
- Excellent planning skills and good time management
- Available to work away from home during school holidays

Motivation

- Genuine interest in young people
- Love of the arts and the benefits they can bring to young people
- Ambition to grow the company at a significant point in its development as it reaches its 15th year of trading.

Recruitment process

Potential applicants should complete the application form and email it to timsandford@bymt.org by **17:00 on Wednesday 2 January 2019**

Please inform us if you have any other access needs or requirements.

Interviews w/c 7 January 2019

Starting date: February 2019 or earlier if available.

British Youth Music Theatre is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.