



worthing theatres and museum

Development Coordinator

Job Description and Information Pack



Worthing Theatres & Museum (WTM) is a unique arts and heritage charity with a large portfolio of distinct venues (Museum & Gallery, Connaught Theatre and Studio, Assembly Hall, Pavilion Theatre and Atrium) all positioned within the heart of Worthing in West Sussex.

Our diverse and ambitious cultural offer includes: 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) and present a free outdoor festival (Spin Out).

Our 2022-23 annual turnover was £4.7 million. Income is generated through ticket sales, fundraising & sponsorship and our wholly owned trading subsidiary (bars, venue hire and retail). WTM also receives an annual service payment from Worthing Borough Council to manage and develop its cultural assets.

WTM offers an inspiring and supportive workplace that promotes unity and diversity, opposing all forms of discrimination, 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.





Salary	£25,214 - £26,755 per annum (depending upon experience)
Hours	37 hours per week (5 days a week/full time)
Holiday	22 days per annum, plus all bank holidays in England per annum
Probation	6 months
Notice period	Two months
Closing Date	Thursday 3rd October 2024
Interview Date	1st stage Wednesday 9th October 2024 2nd stage interviews w/c 14th October
Place of Work	All WTM Venues
Reports To	Development Manager
Line Manager Responsibility	none

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
- **Two** Employee Assistance Programmes 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

Life & Progress



Our Vision is a community in which everyone's lives are enriched through vibrant, inspiring, creative arts and heritage.

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

- Reaching out into **communities**, providing accessible pathways to experience creativity, actively contributing to their wellbeing and happiness
- Championing inclusion, supporting the creation and presentation of work that **celebrates diversity**
- Creating aspirational opportunities for **young people** within the cultural industries
- Delivering a year round, **rich and diverse programme** of cultural activity, creating shared experiences that inspire, challenge, educate and entertain
- Developing opportunities and partnerships with **artists and companies**
- Ensuring **financial resilience** and long term viability whilst providing best value
- Promoting positive place making, providing **social and economic impact**





In everything we do we will:

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

Principal purpose of job (role summary)

The Development Coordinator is a new role created to enable the Worthing Theatres & Museum Development team to raise crucial funds that will support the organisation in achieving its ambitious goals.

The postholder will work closely with the Head of Development and Development Manager to deliver the ambitious fundraising strategy for WTM. They will be responsible for raising funds of up to £10,000 per application from primarily Trusts and Foundations and some local corporate partners, and supporting the team with operational tasks including financial processes, events and communications.

Fundraising Priorities for WTM in 2024/25 and beyond

WTM has recently undergone a significant fundraising review and a new strategy is now in place. This strategy reflects the organisation's need to increase fundraised income over the next 3 years (2024 - 2027) to meet its ambitious creative and capital plans to deliver on its mission to offer transformative creative experiences for the community of Worthing.

Throughout 2023/24 WTM worked with leading arts and cultural consultancy Achatas to create a clear strategy for fundraising growth over the next 3 years and to put in place the required tools and resources to support that fundraising plan.

WTM relies on a diverse income model to support its activities with income from: ticket sales and secondary spend, a Service Fee from Worthing Borough Council and from fundraising. Over the next 3 years the organisation's business plan is focused on increasing impact within the community and increasing income to deliver that impact, securing WTM's future in a sustainable way. From a fundraising perspective, WTM is seeking to raise up to £850k in revenue funding (core and creative projects) and up to £2.7m in capital funding (for ongoing capital refurbishments and investments and for a major capital redevelopment) by 2027.

Main Duties, Tasks and Responsibilities

Fundraising and Relationship Management

- Manage relationships with Trust and Foundation funders giving up to £10,000 per year including ongoing donor stewardship, reporting writing, crediting etc.
- Secure new income by applying for grants and funding of up to £10,000 to support a range of WTM projects from Trust and Foundations and from local businesses including researching trusts and businesses, identifying suitable projects within the WTM portfolio to apply for, writing bids etc.

Development Operations and Support

- Lead on supporter crediting for the department ensuring that all supporters are acknowledged in relevant digital and print materials across the year.
- Act as day-to-day point of contact for the Development team's use of the Spektrix database ensuring best practice.
- Work with the Finance team to monitor Development income on a monthly basis and report back to the Head of Development and Development Manager.

- Ensure Development communications are kept up to date by regularly reviewing website and on site/hard copy materials including fliers, posters etc.
- Support the Head of Development and Development Manager in collating information required for complex, high value bids including capital and project plans as required.

Events Administration and Management

- Work with the Head of Development and Development Manager to develop a programme of events for donor stewardship across the year making the most of WTM's full programme of activity.
- Lead on the administration and management of all Development events delivering the highest standard of stewardship including with Patrons events, donor engagement with WTM-wide events etc.

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.

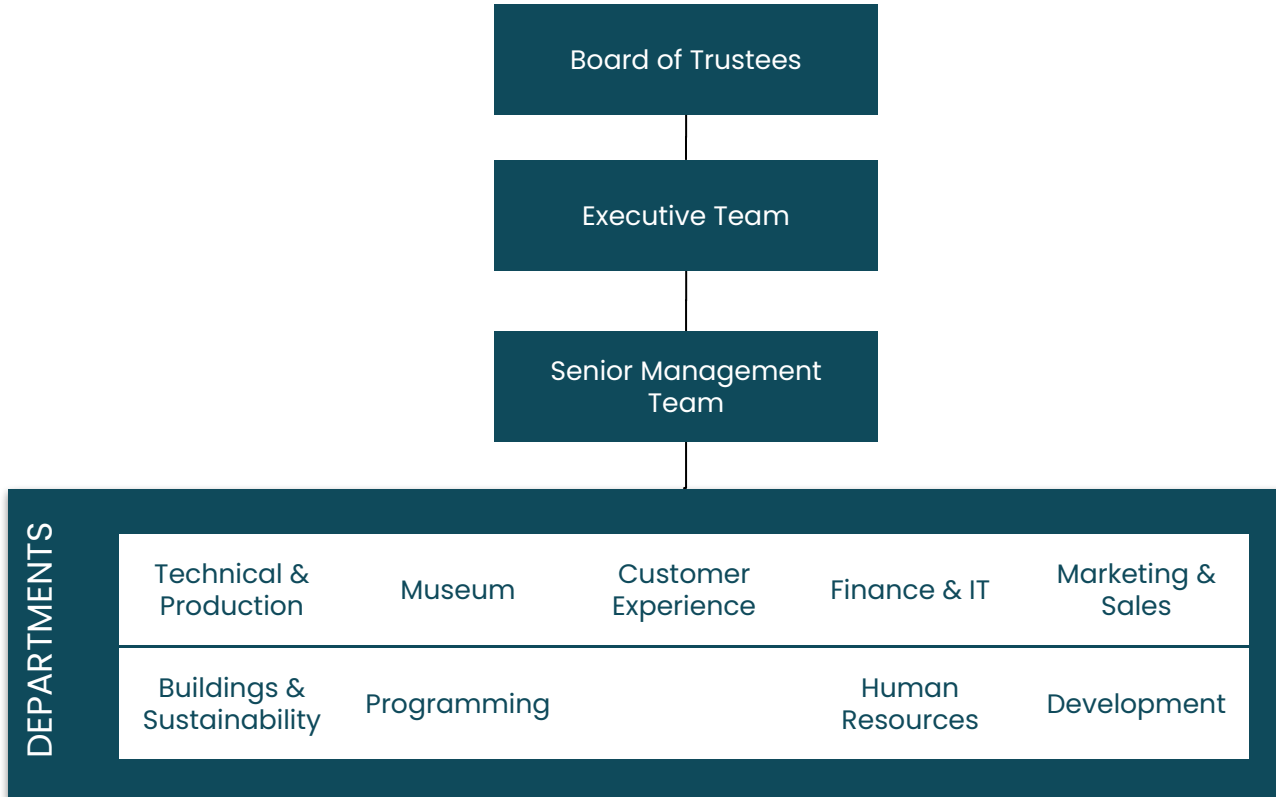
Essential Experience, Skills and Knowledge

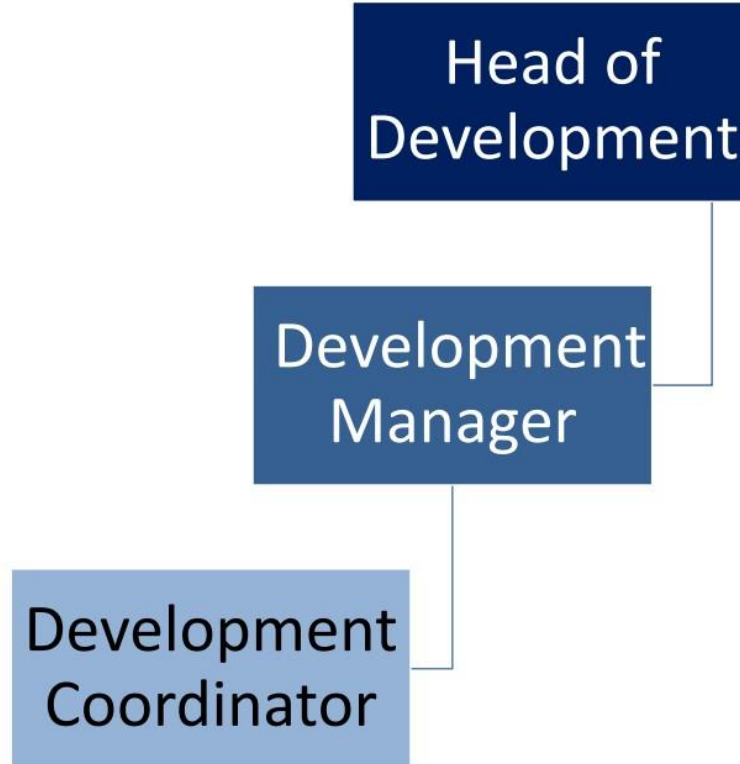
- A demonstrable understanding of fundraising in a charity setting particularly from Trusts and Foundations
- Proven experience of assisting with or completing trust, foundation and/or statutory grant applications;
- Experience of relationship management/building with funders and/or donors
- Excellent communication skills and the ability to communicate confidently with a wide range of internal and external stakeholders;
- Strong writing skills with the ability to craft a persuasive narrative;
- Strong administration and organisational skills with the ability to prioritise and multitask;

- An understanding of WTM's work and its role within the wider cultural landscape and its role within Worthing;
- Skilled in the use of Microsoft Office and/or Google equivalent and department specific software
- An understanding of equity and inclusion and how to apply this in the workplace

Desirable Experience, Skills and Knowledge

- Experience of writing fundraising applications within an arts or wider charity context;
- Experience of managing events for a range of stakeholders.





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 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.



Recruitment Process

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

<https://wtm.uk/jobs>

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.

