COCKPIT

Job Pack

Development Assistant

Applications due by: Midnight, Sunday 15 November

Cockpit is recruiting for a Development Assistant to join our Development Team.

Reporting to the Head of Development, the Development Assistant plays a vital role in delivering day-to-day fundraising support, building relationships, and ensuring supporters receive thoughtful, timely communications. This role also provides essential support leading up to and during VIP and public facing events like our flagship Open Studios.

We are seeking an enthusiastic and highly organised assistant who is passionate about storytelling and relationship building and comfortable working across multiple projects.

About Cockpit
Cockpit is London's centre for excellence in craft and an award-winning social enterprise. For 40 years, Cockpit has been at the heart of the craft community, nurturing and supporting craftspeople at every stage of their careers.

Cockpit is home to over 175 independent creative businesses across two London sites. Thanks to funded studio space, our signature professional development programme, and in-house business coaching, Cockpit makers thrive, with many going on to become international leaders in their fields.

Cockpit gives makers tools to build their businesses so they can focus on what they do best: making. As the UK's only incubator for makers, we help makers to succeed on their own terms, creatively and commercially.

Bridging the gap between talent and opportunity, Cockpit's education and careers programmes open pathways into creative employment for people from all backgrounds. Each year we support 40 new makers into practice, joining our community on funded places. Offering space, equipment, and advice that would otherwise be out of reach, these awards and bursaries give new makers the strongest possible footing to go on to future success.

From studio space to business advice, Cockpit is where careers in craft are made.

About you
You'll be a team player with an interest in craft, material practice, and the visual arts, who is keen to help us build relationships with our supporters and identify new opportunities. You will have strong written and verbal communication and excellent organisational skills. We are looking for someone who is ambitious, shows initiative, and is comfortable working with various stakeholders and managing multiple priorities. We don't need you to have a background in craft or design, but some experience in fundraising is essential - whether through employment, education, volunteering, or other activities.

In this role, you will be part of a supportive and creative team, with the opportunity to further develop your skills while helping Cockpit to support some of the most exciting voices in contemporary craft.

Diversity drives creativity
Cockpit is committed to inclusion, diversity, and equity in all our activities, knowing that creativity and innovation are fuelled by diversity. Recognising that equity is a matter of social justice, we foster an inclusive culture where all aspects of diversity are celebrated and seen as key to success.

COCKPIT

We are committed to building a more diverse community and creating an environment where anyone, from any background, can develop their talents, do their best work, and realise their full potential. This extends to our community of makers, staff team, and Board of Trustees. We especially welcome applications from those currently under-represented, including from a Global Majority background and those with a disability.

As part of our commitment to increasing the diversity in our staff team and better reflect the communities we serve, we offer a guaranteed interview scheme for candidates who meet all the essential criteria in the person specification and also identify as being from a Global Majority background and/or disabled. Please state in your application that you would like to be considered under our guaranteed interview scheme.

To ensure accessibility for all candidates, everyone who is invited to interview will be asked in advance to let us know of any access needs.

Read more about our commitment here: cockpitstudios.org/careers/diversity-and-inclusion/.

How to apply
To apply, send a CV and cover letter as PDF or Word doc attachments to emily@cockpitstudios.org. Your cover letter should demonstrate your interest in Cockpit and this role, and how your skills and experience fulfil the job brief.

As champions of the handmade and human creativity, we do not use AI or computer screening for recruitment. Our team reviews every application we receive, and hiring decisions are always made by humans.

In this spirit, we ask that you do not submit an AI generated CV or cover letter. We want to hear from you – in your own words! – why you are interested in joining Cockpit. As part of our commitment to inclusion and accessibility, we are happy to accept both written and video applications.

On submission of your application please also complete our equal opportunities monitoring questionnaire.

Interviews
First-stage interviews will be held on Monday 7 December and Tuesday 8 December online. Second stage interviews will be held in-person on Tuesday 15 December and Wednesday 16 December.

We will contact shortlisted applicants by Tuesday 1 December if you have been invited to interview. We are sorry that we won't be able to contact every applicant. If you haven't heard from us by that date, please assume that you haven't been shortlisted for the role.

Questions?
If you have any questions or would like an informal conversation on the role, please contact Emily Lloyd: emily@cockpitstudios.org

We look forward to hearing from you!

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JOB DESCRIPTION

Title: Fundraising Assistant
Contract type: Permanent, full-time
Hours: 35 hours per week (5 days)
Salary: £28,119 per annum
Location: Bloomsbury and Deptford (hybrid)
Reports to: Head of Development

RESPONSIBILITIES

- Identify opportunities to generate income, develop partnerships, and strengthen supporter relationships
- Research potential funders and partners
- Take ownership of departmental administration including data entry, database management, and processing donations and supporter enquiries
- Collate information and draft copy for fundraising applications and reports
- Work closely with the Head of Development on our individual giving programme, including developing engaging supporter communications and events
- Proofread reports, applications, and other documents and communications
- Provide vital event support in the lead up to and during VIP Previews for Cockpit's twice-yearly Open Studios (includes evening and weekend work)
- Work with the Head of Development and wider staff team on other fundraising events throughout the year, including the launch event for our annual impact report The Cockpit Effect and other stewardship and cultivation events
- Attend relevant industry events and openings as a representative of Cockpit
- Additional fundraising support as required

PERSON SPECIFICATION

Essential knowledge, skills and experience

- Enthusiastic about fundraising, building relationships, and storytelling
- Experience of fundraising
- Interest in craft and material practice
- Exceptional written and verbal communication skills
- Keen eye for detail and accuracy
- Strong organisational skills, with the ability to prioritise work and meet deadlines
- Comfortable working at pace across various projects, ensuring that detail is not missed
- Familiarity with a variety of digital software

Desirable knowledge, skills and experience

- An understanding of fundraising principles
- Experience working toward fundraising targets and monitoring progress against agreed objectives
- Design and photo editing software experience such as Photoshop, InDesign, and Canva
- Managing website content using WordPress
- Database management (experience of using Beacon is beneficial but not a requirement)

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