



PAN INTERCULTURAL ARTS

Fundraiser, Trusts & Foundations

JOB PACK





"[Pan] plays a big part in me wanting to do more. It set up my future"

a former participant





FUNDRAISER: TRUSTS & FOUNDATIONS

Thank you for your interest in working at Pan Intercultural Arts. This job pack is designed to highlight how we work and share more information on the role.

Who are you?

We are seeking a one day a week Fundraiser to specialise in writing and developing Trust and Foundation applications. We are keen to hear from candidates who are used to working independently, who are inspired by the work we do, and able to successfully convey its impact and importance to funders.

Who are we?

Pan is an organisation built on the skills, experience and unique insight of its staff and volunteers. We are a small but mighty team made up of five office staff, a team of artist freelancers and volunteers who facilitate our different projects and a Board of Trustees who oversee our governance and running. Making sure that our staff and volunteers are valued, celebrated and supported is core to how Pan operates and their wellbeing and enjoyment of their roles are very important. If you have any questions around this job pack, please feel free to contact the Fundraising Manager k.sharp@pan-arts.net.



ABOUT PAN

Pan Intercultural Arts is a leading force in using the arts to inspire social change by sparking the power of imagination and creativity in those whose circumstances have led to it being diminished.

Annually, we run around 10 different weekly workshop projects with young refugees, unaccompanied minor asylum seekers, survivors of trafficking and young people at risk of entering crime, using playful games and exercises which allow them to develop themes and ideas of their own in a safe space where they can flourish. We use drama, song, storytelling, puppetry, video-making, creative writing and more to give participants fun pathways to confident self and group expression.

Due to their backgrounds and personal histories, many of our participants experience anxiety and the effects of Post Traumatic Stress Disorder. Our projects are very effective in coping with those and in imagining ways to more fulfilling futures. We invest in our participants over long periods of time so that they can become strong, independent individuals and leave us because they are ready to, not because the project ends.

Annually we deliver over 25,000 participant hours of workshops, engaging approximately 250 young people in creative development and leadership programmes and over 5000 audience members through performances. Currently, over 70% of our paid artist facilitators were previous participants.

Pan works mainly in London but also seeds projects in other towns and cities through its expansion programme and has founded several Theatre for Development projects overseas.



JOB DESCRIPTION

Job Title: Fundraiser, Trusts and Foundations

Responsible to: Fundraising Manager

Purpose of Job and Key Responsibilities

Guided by the Fundraising Manager, you will write and develop bespoke funding applications to a high standard in order to secure relevant funds from a range of funders including trusts and foundations, and institutional funders.

To keep the Fundraising Manager updated on the progress with all communications you send on behalf of Pan, copying in either the Fundraising Manager or the Artistic Director on any correspondence with funders and stakeholders.

To work independently in a hybrid office/home working environment.

To develop a strong understanding of the work and impact of Pan Intercultural Arts.





PERSONAL SPECIFICATION

Person Specific

- At least 2 years' experience in Trust and Foundation fundraising
- Excellent written and verbal communication skills
- A good level of IT literacy skills e.g. Google Suite
- A good level of organisational skills
- The ability to work independently and as part of a team
- Ability to manage own workload and to work to deadlines, delivering applications in a timely manner
- An interest and enthusiasm for Pan's work
- Has an understanding and interest of the social arts charity landscape



ROLE DETAILS & REMUNERATION

Salary

£130 per day

Hours and Place of Work

8 hours a week (1 day)

Flexible Working

Partial remote working and flexible hours is welcome





HOW TO APPLY

If you do not fit all the criteria but have relevant experience that could make you a great candidate, we would love to hear from you. You do not need to have done this exact role before! We want to hear from people with a range of experiences and skills.

To apply, please send in your CV with a covering email to post@pan-arts.net. There is currently no deadline on this role - the recruitment process will close when a suitable candidate has been appointed.

In order to help us improve our recruitment practices, please could you complete our anonymous Equal Opportunities Form which can be found [here](#).

Thank you for your interest in working with Pan!





FURTHER DETAILS

Equal Opportunities

We particularly welcome and encourage applications from people of colour or people with lived experience of migration, who are currently underrepresented within our management team. Improving the diversity within our leadership team is a priority for the organisation. We promote equality, diversity and inclusion throughout our projects and our workplace.

We welcome your application regardless of age, caring responsibilities, disability, ethnicity, gender, gender identity, marriage and civil partnership, pregnancy and maternity, religion or belief, and sexual orientation. We aim to make the application process as accessible as possible.

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the recruitment process. Information provided on the Equal Opportunities Monitoring Form is separated from your application, held confidentially and only used to monitor and analyse Pan's policies. It is not used during the shortlisting process. All information in your application is treated in the strictest confidence. Your application will be kept on file for a maximum of 1 year and then destroyed.

Appointments

In line with the Pan's Safeguarding Policy, any relevant appointment will be made subject to a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure. Disclosure information will be treated in the strictest confidence and shall only be seen by those who need to see it as part of the recruitment process. Only relevant information will be taken into account. Pan will not discriminate unfairly against any convictions or other information revealed.

All appointments are made subject to satisfactory references and proof of eligibility to work in the UK.



"Because of this choir, I go to my college. Because of this choir, I have confidence to stand and talk. I can face someone and talk."

Participant from Amies Choir

