



Recruitment Pack

Development Manager
(Trusts, Foundations &
Partnerships)



Ushaw Historic House, Chapels & Gardens
registered charity 527408

About Ushaw

Ushaw is a place where activities and people come together to create experiences beyond belief. We harness culture and heritage to enrich people's lives through their encounters with exhibitions, performances, workshops, training, talks, and our inspiring architecture and artefacts.

Ushaw is a historic estate with stunning chapels, glorious gardens and illustrious museum and library collections. It is also a hub for creative businesses with workspace and conference facilities; and idyllic parkland and agricultural estate with space for festivals. Our history originates in the early nineteenth century; collections date back to the ninth century and today Ushaw is focused on looking forward to delivering a sustainable enterprise for the future.



Ushaw now operates as a mixed economy, heritage visitor attraction supported by commercial activities including conferencing, hotel accommodation, retail and catering.

By the end of 2024, Ushaw will have been open as a heritage visitor site for ten years. This period of transition from exclusive educational establishment to vibrant cultural heritage venue has been marked by trial and review, consolidation and growth. We have tested the appetite for Ushaw to develop a new purpose as a heritage and cultural attraction with varied commercial activities and have made a compelling case for Ushaw's future direction which is evidenced by the growth in annual audiences to over 100,000 and a largely self-sustaining financial model.

Our plans for the future

As we enter the next decade of operation we have ambitious plans to develop the whole Ushaw estate. This includes:

- Removing the unused buildings from the Historic England at risk register and bring them back into meaningful use.
- Safeguarding our other listed buildings by implementing a full conservation plan that protects the buildings for the next one hundred years.
- Expanding our programme of cultural activities to engage national and international audiences ensuring that Ushaw plays a key role in the North East's cultural tourism offer.
- Telling the story of British/ English Catholicism since the sixteenth century through new displays of Catholic material culture; increase our visitor engagement to 200,000 annually.
- Embedding wellbeing in our culture for all those that visit or work at Ushaw.



Become part of the team that will develop the huge potential of this unique estate!

Our Mission, Ambitions & Values

Mission

We will preserve the Ushaw estate – its land, buildings and artefacts - for the purpose of public appreciation and enjoyment of culture, heritage and education.

Did you know?

Ushaw has the world's greatest collection of architecture by the Pugin family.

Ambitions

To develop the Ushaw estate into a sustainable and vibrant resource for the North of England.

Ushaw will be a place where lives are enhanced and enriched through heritage, culture and creative experiences accessible to all.

Did you know?

During covid-19 Ushaw's visitor numbers grew - largely through local visitors discovering and enjoying our grounds

Values

Open

We are open and welcoming to all, embracing equality, diversity and inclusion.

Brave

We are brave - pushing boundaries and are not afraid of challenges.

Connected

We are connected - we respect the past whilst embracing the future.

Creative

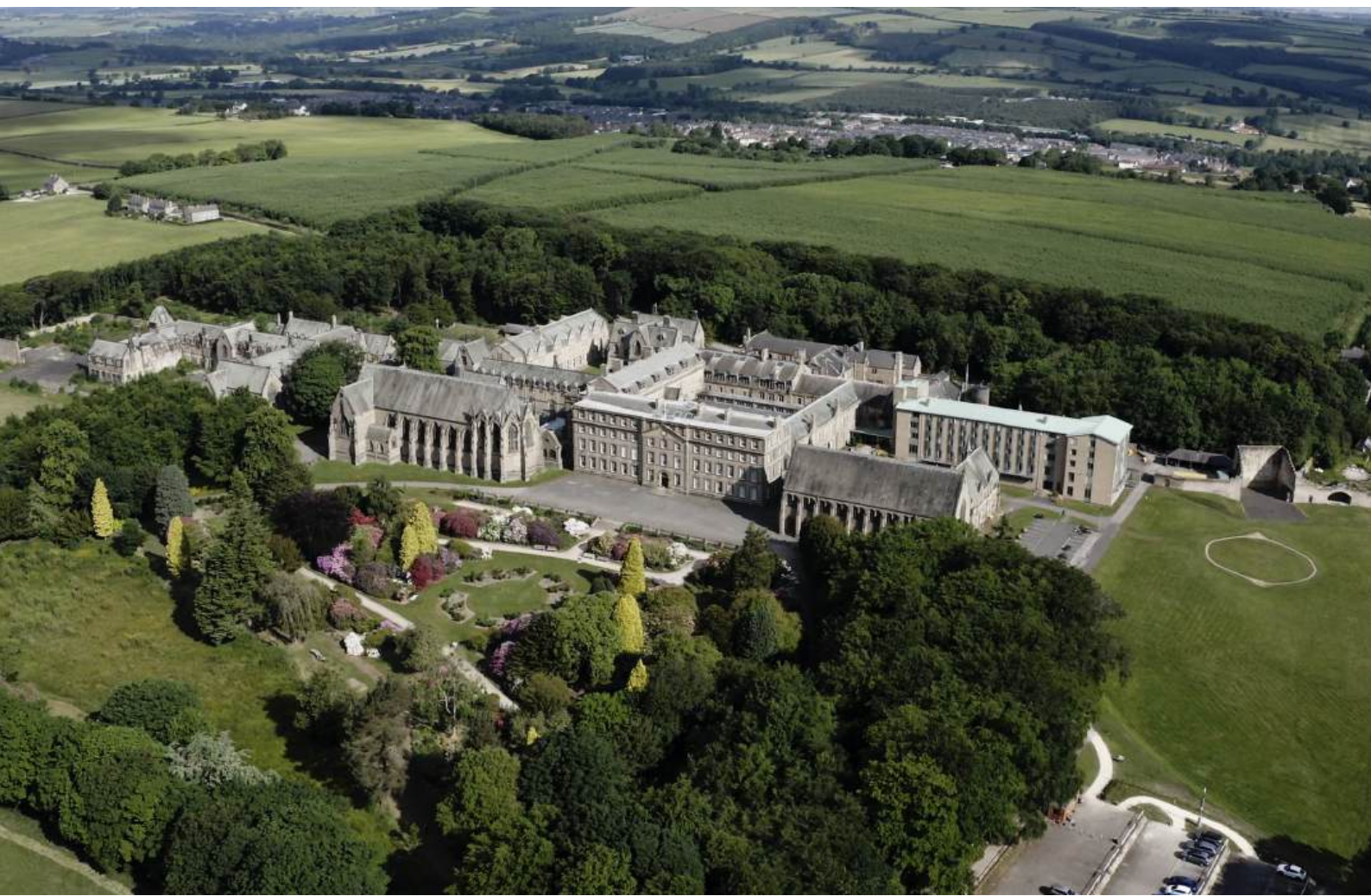
We are creative - in our own approach to what we do and to inspire creativity in others.

Caring

We are environmentally conscious and care for both our environment and our communities.

Did you know?

Ushaw was ahead of the game when it comes to self sufficiency - they even used to produce their own gas!



The Role

Development Manager

Reporting to: Co-CEO/ Director of Culture and Heritage

Salary: £35,000 per annum (pro rata)

Hours: Will consider applicants between 22.5 / 37.5 hours per week

Ushaw Historic House, Chapels and Gardens is looking for an experienced Development Manager to support and develop Ushaw's fundraised income. This post will manage and coordinate fundraising activity at Ushaw with a specific focus on developing funding from public funding bodies such as ACE and NLHF, cultivating strong and long-lasting partnerships with key funding stakeholders and supporting Ushaw's financial sustainability.

Responsibilities

- Build on relationships with existing funders, preparing and submitting grant applications.
- Manage and lead the identification of, and approaches to, trusts and foundations who have not previously supported Ushaw.
- Engage with key external (including ACE, NLHF, REPF, Historic England) and internal stakeholders to achieve strategic objectives.
- Maintain and grow the existing database of potential funders using Ushaw's CRM system Donorfy.
- Conduct prospect research to develop funding pipeline.
- Work with the finance team to support grant/fund management.
- Manage all grant awards appropriately, ensuring reporting deadlines are met and administration is carried out effectively.
- Prepare reports and supporting documents for Trustee meetings.
- Be responsible for tracking grant income and delivering key fundraising KPIs
- Work with senior leadership team colleagues and contribute towards wider organisational strategic goals and KPIs.
- Maintain professionalism and strict discretion and confidentiality.
- Support other aspects of fundraising activity, including Friends of Ushaw & Ushaw partners





What we are looking for

- Someone with a flexible, evolving and solution-focused approach that delivers a genuinely value-added service to internal and external stakeholders.
- An “all hands on deck attitude” that remains focused on what needs to be delivered and does indeed deliver consistent results. Manages workloads in a context of competing demands and changing priorities.
- A valued member of the team who provides support to others and contributes to creating an open culture and productive working environment.
- Someone with a proven track record of securing and managing high value grants, gifts and donations.
- Excellent IT skills, with proficiency in Microsoft Office Suite, Google Suite, Donorfy.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent 	<ul style="list-style-type: none"> • Recognised fundraising qualification e.g. IOF certificate
Experience	<ul style="list-style-type: none"> • At least five years' experience in Grant fundraising • Experience of fundraising for major capital projects • Experience CRM management and pipeline development • Proven record of successful applications for funding from Trusts and / or other Grant-making bodies. 	<ul style="list-style-type: none"> • Experience of working within a heritage or arts setting • Proven record of securing 5 and 6 figure grants or gifts • Experience of Donorfy CRM system
Skills	<ul style="list-style-type: none"> • Excellent written skills with the ability to produce concise and creative bids. • High standard of computer literacy (Excel, Word, Power Point and Outlook and Google Suite). • Meticulous attention to detail. • Demonstrable ability to plan and prioritise own workload with minimum supervision • Excellent communication and presentation skills required to build relationships with potential funders. • Ability to demonstrate initiative and work well under pressure. • Ability to understand and generate budgets. • Ability to plan ahead and work within agreed timeframes 	<ul style="list-style-type: none"> • Access to a car and a full clean driving licence
Knowledge	<ul style="list-style-type: none"> • Track record of monitoring and evaluation of project outputs and outcomes • Demonstrable ability to develop relationships with Stakeholders, Trusts and other Grant-making bodies 	<p>An understanding of the charitable trust sector regionally and nationally, with a detailed understanding of the wider funding landscape and local authority requirements and priorities.</p>

Benefits

- Hybrid / Flexible working
- 25 days' annual leave + 8 bank holidays (pro rata)
- Employers pension contribution
- Annual membership of Ushaw Historic House, Chapels and Gardens; shared access to Historic Houses membership scheme

To Apply

Please submit a CV and covering letter outlining how you are suitable for the role and specifying preferred hours of work to jobs@ushaw.org by 5pm on Monday the 23rd of September 2024.

To discuss the position further please contact:

Lucy Jenkins

Co-CEO & Director of Culture and Heritage

lucy@ushaw.org



To learn more about Ushaw, please visit our website
ushaw.org

