***Young people are the life force of Pegasus.***

From our theatre base in the heart of east Oxford we provide the inspiration for journeys filled with creative opportunity, aspiration and imagination. Through listening and responding to the needs, ideas and energy of all those who find a home within it, Pegasus is a pioneering force creating the present, challenging and changing the future and making an enduring impact on the vitality of the performing arts locally, regionally and nationally.

Pegasus has an excellent track-record of creating inspiring and high-quality projects which engage children and young people from a diverse range of ethnic, social and economic backgrounds.  We actively reach out, through our inclusion programme, to those who are most excluded and vulnerable within society.  The depth of our approach means the impact of what we achieve through our work is far-reaching and long-lasting. Our programme of activity integrates our creative learning opportunities, with the work we produce and the work we bring to Pegasus for children and young people to experience.

We believe passionately that young people are the change-makers of the future, and our planning process places their voice and decision making at the heart of the organisation.

Pegasus Theatre Trust is a company limited by guarantee and a registered charity, governed by a Board of Trustees. We are an Arts Council, England National Portfolio Organisation and receive funding from Oxford City Council. Income in the 20/21 financial year was just under £700,000 generated through a mix of grants, ticket sales, trading activity, donations and sponsorship.

**The application form and diversity monitoring form are included in this document (pages 5 -9)**

The application form is an important part of the selection process. To ensure fairness to all applicants any decision to short list you for interview will be based solely on the information you supply on your application form.  Ensure you read the job description and selection criteria before you start to complete the form.  It is important you give as much information as relevant regarding why you wish to apply and what makes you a suitable applicant.  Applications in the form of CVs will not be considered: please do not attach CV, references or educational certificates to your application form.

If you have any difficulty completing this form, please do let us know and we will arrange an alternative means of application with you. Completed applications should be **emailed** to admin@pegasustheatre.org.uk or can be posted, with the recruitment monitoring form, to: Recruitment, Pegasus Theatre, Magdalen Road, Oxford, OX4 1RE. Please make sure your monitoring form is on a separate page/s from the rest of your application form (especially if you PDF it) before you email it so we can remove it before shortlisting.

Closing date for applications is: **Friday 4 February 2022 - 12 noon**

Interviews will be held week commencing 28 February 2022

**Development Director**

**Job Purpose**

The Development Director is a key member of the Executive Team, responsible for devising, implementing, and delivering Pegasus’ fundraising strategy with the aim of developing a sustainable mix of funding and meeting ambitious annual targets. The role contributes to the development, implementation and monitoring of Pegasus’s overall business plan to support the achievement our business objectives and artistic ambitions.

**Key Objectives**

* Raise funds from public grants, trusts and foundations, individual giving, corporate sponsorship and event fundraising.
* As part of the Executive Team ensure the ongoing development of Pegasus’ business plan and the achievement of business and artistic ambitions
* Provide leadership, motivate and inspire shared purpose, vision and exceptional performance throughout the organisation.
* Foster strategic partnerships and networks locally and nationally which will further the aims of interests of Pegasus.

**Employment Terms**

Remuneration £38,000-£40,000 pa (starting salary dependant on experience)

Hours Full time:37 hours per week:  This is a full-time, permanent post, although part-time or flexible working will be considered.

Probationary period     6 months

Annual Leave               25 days holiday plus 8 designated bank holidays per annum

Pension  A workplace pension scheme is operated by Pegasus Theatre Trust through NEST with an employer contribution of 4% and an employee contribution 4%

**Organisational Relationship and Accountability**

**Responsible to:** Executive Director

**Executive Team member:** WithExecutive Director & Creative Learning Director; working closely with Board & Development Committee.

**Senior Management:** With Executive Director & Creative Learning Director, Producer, FOH Manager

**Line management:** There are no line management responsibilities associated with this post.

**Job Description & Person Specification**

**Principle Duties**

**Implementation and delivery of fundraising strategies:**

Work with the Board, Development Committee, Executive Director and artistic programming team and implement the fundraising strategy for unrestricted and restricted funds which include trusts and foundations, public funding, individuals, events, community fundraising and corporate sponsorship.

Work with the Executive Director and artistic programming team to identify funding needs, prepare and submit funding applications to trusts, foundations and public bodies.

Work with the Board and development committee to maintain a portfolio of prospective and existing funders and donors including identification, research, cultivation, solicitation, stewardship and reporting.

Manage the Pegasus Friends scheme and develop new ways of increasing membership.

Develop a new corporate offer to attract sponsorship and corporate donations and increase awareness of Pegasus through participating in business networks in Oxfordshire.

Manage all gift administration, including entering donations/grants on to the Ticketsolve database and preparing the quarterly Gift Aid claims for submission.

Maintain a programme of donor stewardship to ensure that donors at all levels are thanked and acknowledged appropriately and receive regular contact with Pegasus, including a regular donor e-newsletter.

Work with the Executive Director and Marketing Officer on communication strategies to raise the profile of Pegasus, its activities and its fundraising message.

Develop fundraising materials, liaising with the Marketing Officer to ensure consistency of brand and message.

Ensure that all staff, Board members and Youth Board members are aware of and understand Pegasus’ fundraising message and are kept informed about fundraising activities.

**Monitoring the effectiveness of Fundraising Strategies:**

As a member of the Executive Team prepare papers and report to the board regarding fundraising activity and achievement at four Board meeting a year.

Manage the Development Committee, convening four meetings a year, circulating papers and preparing minutes.

Work with Executive Director and Finance Officer monitoring progress against targets, correct accounting for unrestricted and restricted funds and ensuring grant and donor documentation is processed and available for audit.

Monitor and maintain accurate, up to date donor records within Tickestsolve.

Keep up to date with developments and opportunities in fundraising practice and ensure that Pegasus adheres to the Code of Fundraising Practice as set out by the Fundraising Regulator and complies with GDPR.

**Strategy and Business Planning:**

Create and ensure the ongoing development of the fundraising strategy for unrestricted and restricted funds to include trusts and foundations, public funding, individuals, events, community fundraising and corporate sponsorship.

Contribute informed, imaginative ideas and solutions to ongoing strategy and business planning discussions in line with the theatre’s policy on inclusive and consultative practice.

Work as part of the Executive team to create and ensure the ongoing development of the business plan, organisational policies, action plans and annual targets.

Keep up to date with national and local policy for young people and the arts.

**General:**

Represent Pegasus at meetings, conferences and other public events as necessary.

Actively contribute to team meetings and undertake relevant development and training opportunities agreed with your line manager for your professional development.

To carry out the duties of this post in accordance with Pegasus Theatre’s policies including Equality and Diversity, Safeguarding Children from Harm, Environmental, Fire Management, Health and Safety.

To undertake any other duties relevant to this post as reasonably required.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed with the post holder annually or at significant points for the organisation.

**Selection criteria**

**Essential**

* Experience of devising and implementing fundraising strategies and meeting targets.
* Proven track record of raising and managing five-figure plus grants and gifts from funders and donors.
* Experience of lower-level individual fundraising including Friends’ schemes and annual appeals.
* Experience of researching, developing and managing a portfolio of prospects, donors and funders.
* Ability to produce inspiring and engaging copy for a range of funding applications and donor/funder communications.
* Excellent communication skills and the ability to engage with a wide range of people.
* Ability to think creatively, strategically and pragmatically, to problem solve and turn cultural aspirations into reality.
* Excellent standard of numeracy and confidence with budgets.
* Strong organisational skills and ability to work both collaboratively as part of a team and on own initiative.
* The ability to manage multiple priorities, meet deadlines and remain calm under pressure.
* Excellent IT skills and experience of using a database for effective fundraising and record-keeping.
* Excellent understanding of tax-effective giving and good fundraising practice.
* Interest in and commitment to the mission of Pegasus and the importance of creativity to young people.
* Ability to work with tact, diplomacy, patience and complete confidentiality and to manage with integrity and credibility.

**Desirable**

* Experience of operating and contributing at senior/Board level and a good understanding of the qualities needed for strategic leadership.
* Experience of fundraising through corporate sponsorship and fundraising/community events.
* The ability to understand our work with children and young people and support their participation and development at Pegasus.
* A strong awareness and understanding of subsidised theatre and/or the UK arts and cultural sector.

**Pegasus Theatre – Application Form**

(Private & Confidential)

Application for the position of **Development Director** (Feb 2022)

*Please read the job description and selection criteria before you complete this application form. Type to complete and ensure you check and are happy with the print format before you email it in. You can PDF the form but please make sure the diversity monitoring section is on separate pages to the application.*

**Personal Information**

|  |  |
| --- | --- |
| **First name:** | **Address:** |
| **Surname:** |  |
| **Email:** |  |
| **Contact Tel/Mobile:** |  |

**Employment history:**

*Please list, starting with your current or most recent employer. Insert rows as necessary.* ***Do not attach a CV*.**

|  |  |  |
| --- | --- | --- |
| **Employer:**  *name and address*  *dates of employment* | **Position held and main duties & responsibilities** | **Reason and salary on leaving** |
|  |  |  |

**Education**

*Please list formal education undertaken. Insert rows as necessary.*

|  |  |
| --- | --- |
| **School /College/University**  *name and address*  *dates attended* | **Qualifications obtained; exams passed (including grades)** |
|  |  |

**Vocational, professional or other relevant training & qualifications**

*Please include membership of professional bodies if relevant.*

**Reason for applying**

*Please take this opportunity to tell us why your skills, experience and knowledge fit this role with reference to the essential and desirable criteria. (No more than 2,500 words)*

**References**

*Please give details of two referees. If you are (or have recently been) employed one should normally be your current (or last) employer.*

**Referee One**

|  |  |
| --- | --- |
| Name: | Title: |
| Address: | |
| Email: | Contact/Mobile no: |
| Relationship: |  |
| May we contact this reference at any point in the recruitment process? Yes/No | |

**Referee Two**

|  |  |
| --- | --- |
| Name: | Title: |
| Address: | |
| Email: | Contact/Mobile no: |
| Relationship: |  |
| May we contact this reference at any point in the recruitment process? Yes/No | |

**Additional Information**

**Disclosure Checks**

All posts at Pegasus are subject to the regulations relating to persons with substantial access to young people and are subject to a Basic Disclosure check. This check will require you to declare any unspent convictions. Offers for roles working with vulnerable groups will be subject to a satisfactory Enhanced Disclosure and Barring Service check. Where this is required, it will be stated clearly in the job/role description. Where roles have been identified as requiring an Enhanced Disclosure, you will be asked to declare all convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act (Exceptions) Order 1975 (as amended in 2013). Guidance on completing an Enhanced Disclosure and Barring Service check and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. If you would like further support and advice on completing an Enhanced Disclosure and Barring Service check, the following external organisations provide trusted information and advice services for people with convictions: NACRO (www.nacro.org.uk) and Unlock ([www.unlock.org.uk](http://www.unlock.org.uk))

**Legal right to work**

We are required to check that anyone working with us has the legal right to work in the UK. All successful applicants will be asked to provide us with documentary evidence that they are legally entitled to work in the UK Under the Immigration, Asylum and Nationality Act 2006, prior to commencing their new role.

**Data protection and privacy**

Personal information provided by you as part of your application will be used for the purposes of carrying out our recruitment and selection process. Information provided by you in the Diversity Monitoring Form will be used to monitor Pegasus’s diversity policies and practices. Any diversity data retained for monitoring purposes is completely anonymised, so no individual is identifiable.

Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment and selection process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of six months. The only exceptions to this is personal information relating to applications for positions where an appointment has been made from outside of the European Economic Area (EEA), where we may be required to retain your applicant information for a longer period to comply with UK Visa and Immigration regulations. If you are the successful candidate, your application will be retained and will form the basis of your personal staff record. This data will be retained in line with our staff data retention policy.

**Are you related to any member of the Pegasus staff team or trustees?**

Failure to disclose such a relationship will lead to disqualification, as will canvassing in connection with the appointment.

**If appointed, when could you start?**

Please give your period of notice in your present post if applicable

***I certify that the information I have provided on this application form is correct***

**Signed: Date**

**Diversity Monitoring Recruitment: DD Feb 2022**

*We are required to collect and collate diversity information to monitor our own recruitment and employment policies and to meet reporting requirements of our key funders. This information is used for monitoring purposes only. Records are used to establish whether any group is over or underrepresented in certain areas.*

*Thank you for taking the time to complete and return this form*

*The easiest way to complete this form is to highlight the option you wish to select…..*

**Gender**

Man 🗆 Woman 🗆 Non-binary 🗆 Agender 🗆 Genderfluid 🗆

If you prefer to use your own term, please specify here:

Prefer not to say 🗆

Do you identify with the gender assigned to you at birth? Yes 🗆 No 🗆

Prefer not to say 🗆

**Age**

0-18 🗆 19-24 🗆 25-34 🗆 35-44 🗆 45-54 🗆 55-64 🗆 65-74 🗆

Prefer not to say 🗆

**Sexual orientation**

Heterosexual 🗆 Gay woman/lesbian 🗆 Gay man 🗆 Bisexual 🗆

Prefer not to say 🗆

**Ethnic origin** is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

**White**

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆

Any other white background, please write in:

Prefer not to say 🗆

**Mixed/multiple ethnic groups**

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆

Any other mixed background, please write in:

Prefer not to say 🗆

**Asian/Asian British**

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆

Any other Asian background, please write in:

Prefer not to say 🗆

**Black/ African/ Caribbean/ Black British**

African 🗆 Caribbean 🗆

Any other Black/African/Caribbean background, please write in:

Prefer not to say 🗆

**Another ethnic group**

Arab 🗆

Any other ethnic group, please write in:

Prefer not to say 🗆

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆

Prefer not to say 🗆

**Please tick/or highlight the box below to indicate your socio-economic background. Please indicate the occupation of the main/highest income earner in your household when you were aged 14.**

|  |  |
| --- | --- |
| Modern Professional Occupations |  |
| Clerical and Intermediate Occupations |  |
| Senior Managers and Administrators |  |
| Technical and Craft Occupations |  |
| Semi-Routine Manual and Service Occupations |  |
| Routine Manual and Service Occupations |  |
| Middle or Junior Managers |  |
| Traditional Professional Occupations |  |
| Short Term Unemployed |  |
| Long Term Unemployed |  |
| Retired |  |
| Not applicable |  |
| Don’t know |  |
| Prefer not to say |  |
| Other – please specify |  |