



## **DEVELOPMENT OFFICER (Part-Time)**

*Job Description and  
Application Information*

## **BACKGROUND**

The Lyric Theatre enjoys a special place within Northern Ireland's artistic landscape. As a prolific production house, the Lyric is the beating cultural heart of Northern Ireland – inspiring and entertaining audiences with both new and established plays and helping to launch the careers of some of our most famous actors, directors and playwrights. The Lyric is a playhouse for all. We are a shared civic space for artists and audiences alike; a creative hub for theatre-making, nurturing talent and promoting the critical role of the arts in society. Our mission is to create, entertain, and inspire.

As Northern Ireland's only full-time producing theatre, each year we produce 9 or 10 full-scale productions, 2 of which run concurrently at Christmas. We also receive visiting work from touring companies. We stage some 400 performances each year and are the largest employer of theatre practitioners in Northern Ireland. Our modern theatre opened in 2011 and consists of the 390-seat main stage and the 124-seat flexible Naughton Studio. In recent years, the theatre won 4 Irish Theatre Awards, was voted NI's most welcoming theatre, staged co-productions with the Abbey Theatre, Soho Theatre and the Dublin Theatre Festival and toured to New York, London, Glasgow, and Dublin.

There are two group companies. Lyric Theatre NI (The parent company) is a company limited by guarantee and a registered charity and is also the owner and operator of the theatre and the primary recipient of grant funding. Lyric Players Theatre Productions Limited is a wholly owned subsidiary of Lyric Theatre NI and is responsible for producing professional theatre productions and the operation of food and beverage operations within the theatre. The combined turnover of the two companies is in excess of £2.9 million. The two companies employ in excess of 80 employees.

For more information on the Lyric Theatre, visit [www.lyrictheatre.co.uk](http://www.lyrictheatre.co.uk).

## **PURPOSE OF THE POST**

The Development Officer is a new role within a small and passionate marketing and development team, primarily supporting the Department Head in implementing fundraising strategies to develop income growth for the theatre. This is an opportunity for an individual who is a self-starter to work with the Head of Development and Marketing on building sustainable and regular support for the future across a number of areas including Trusts and Foundations, individual giving, corporate sponsorship and events. The post will involve working with key members of staff in every department, particularly New Writing and Creative Learning.

The post-holder will work as part of the Development and Marketing Team which includes the Head of Development and Marketing, Marketing Manager, Marketing Assistant and Box Office team.

## **JOB TITLE**

This title of this post is **Development Officer**.

## **REPORTING TO**

The Head of Development and Marketing.

## **RESPONSIBLE FOR**

The post holder will be primarily responsible for supporting the Department Head in implementing fundraising strategies to develop income growth for the theatre.

## **LOCATION**

The post is based at the Lyric Theatre, 55 Ridgeway Street, Belfast BT9 5FB.

## **PAY SCALE**

Annual Salary in the region of £21,000 - £23,000 depending on experience (plus 3% pension contribution), to be pro-rata for part-time hours.

## **CONTRACT**

The position is permanent and part-time. The notice period is 1 month.

## **PROBATIONARY PERIOD**

The appointment will commence with a probation period of nine months which may be terminated at a month's notice by either side during the period. During this time, the organisation reserves the right to dismiss the employee for unsatisfactory performance without recourse to the disciplinary procedure.

## **ANNUAL LEAVE**

20 days discretionary plus bank/public holidays (currently 11 days) pro-rata to part time hours. There may be occasions when it is required to work on a public or bank holiday for which a day in lieu will be given.

## **WORKING WEEK**

Standard working hours are 15 per week (excluding breaks), normally worked between 9.00am to 5.00pm. Due to the nature of the business the post holder may be required to work occasional evenings and weekends.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Work with the Head of Development and Marketing to manage the overall fundraising strategy including available grants and funding deadlines.
- Ensure all fundraising information is logged on the Spektrix database, and monitor and manage all live projects, with support of the wider team.
- Support the Head of Development and Marketing to research, develop, write and deliver bids and pitches of the highest standard to get support for a wide range of Lyric projects and activities including: Creative Learning projects, New Writing programmes, sustainability, digital, access and capital.
- Work with the marketing team manage communications for fundraising campaigns.
- Create opportunities for sponsors and funders to engage with Creative Learning and New Writing performances and onstage work (through digital recordings or in-person).
- Work creatively and collaboratively with other members of the Lyric team, specifically the Head of Creative Learning and Literary Manager, to identify and update on funding projects.
- Take responsibility for certain areas of public and corporate funding where required.
- Assist in planning and producing fundraising materials by working closely with designers, printers, and other involved parties.
- Work with the Finance department to ensure the appropriate allocation and coding of fundraising income.
- Support the department's stewardship of both individuals and organisations. This will include assisting to organise and attend events relevant to the department's overall fundraising aims and objectives.
- Support the department to develop an Individual Membership Scheme which will help promote a strong and engaged membership for the theatre, to be launched within next 18 months.

### **Sales and Marketing**

- Keep up-to-date with developments in fundraising in the charity and arts sector.
- Manage communications for all donors and supporters.
- Ensure all records of donors are up to date and comply with data protection regulation.
- Support the marketing team with funding success stories.

*This list is for guidance only and is not exhaustive. The post holder will also be required to carry out other reasonable duties as required by the line manager.*

## PERSONNEL SPECIFICATION

### Essential Criteria

- A minimum of 2 years' experience in a Fundraising, Advocacy or Sales/Marketing environment.
- First-class written and verbal communication skills.
- Knowledge and understanding of fundraising.
- Demonstrable ability to communicate with people from all backgrounds at an individual level and in group situations, including excellent networking skills.
- Experience in administration and event planning.
- IT literate with experience of dealing with various computerised systems and a high level of Microsoft Office knowledge.
- Degree-level qualification.

### Desirable Criteria

- Track record in fundraising and stewardship.
- Experience of 'Making an Ask'.
- Experience of raising money at events.
- Experience of using Spektrix, including Spektrix Opportunities
- Experience of working in/ interest in theatre.

### Skills and Behaviours

Successful applicants will be able to demonstrate the following qualities:

- Creative flair and a good visual sense
- Organisational skills and attention to detail
- Excellent team working skills
- The ability to take the lead on specific projects
- Passion for great brands and good design
- Good numeracy, budgeting and analytical skills

## HOW TO APPLY

To apply, please submit your **CV** along with a **Covering Letter** demonstrating how you meet the essential criteria and desirable criteria (if applicable). You should also provide details of two **Referees** (including names, address, email, phone number and occupation), with one of them your current or most recent employer. Also, a completed **Equal Opportunities Monitoring Form**, which can be downloaded from the Lyric Theatre website.

Please send your CV, cover letter, references and equal opportunities monitoring form to [recruitment@lyrictheatre.co.uk](mailto:recruitment@lyrictheatre.co.uk) or to The Monitoring Officer, Lyric Theatre, 55 Ridgeway Street, Belfast, BT9 5FB. Failure to complete and submit a covering letter that demonstrates how you meet the criteria will result in your application being disqualified. Canvassing will disqualify.

## CLOSING DATE

The closing date for receipt of applications is **Wednesday 23<sup>rd</sup> June 2021 at 12pm**. Late applications may not be considered.

## SHORTLISTING

Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria may be called for interview. It is the applicant's responsibility to demonstrate clearly in their CV and Cover Letter how they satisfy the published selection criteria. It is essential that applicants provide evidence of how they meet the selection criteria, giving examples and specifying exact dates as appropriate. All applications for employment are considered strictly on the basis of merit.

## INTERVIEWS

It is proposed that interviews for this post will be held in the week commencing **28<sup>th</sup> June 2021**. If you cannot make an offered interview time, we may not be able to give you an alternative.

## DISCLOSURE

1. If you are successful after shortlisting, depending on whether you will be working with children and/or vulnerable adults, you will be required to undergo an ACCESS NI check.
2. If you are required to undergo an Access NI check, a copy of their Code of Practice will be made available to you.
3. You will also be required to disclose any unspent criminal convictions as defined by The Safeguarding Vulnerable Groups NI Order 2007 & The Rehabilitation of Offenders (NI) Order 1978. The Lyric theatre has a policy on the Recruitment of Ex-Offenders which can also be made available to you.
4. Disclosure of a criminal record will not necessarily be a bar to obtaining the position within the Lyric theatre. You will, however, be asked to disclose if there is any reason why you cannot work in regulated activity with children or vulnerable adults.

### **The Lyric Theatre is an Equal Opportunities Employer**

We particularly welcome applications from Black, Asian and Minority Ethnic (BAME), disabled and LGBTQI+ candidates who are under-represented across the sector.