

Application Pack Fundraising Manager

MAKING THE MOST OF... THE BLACK COUNTRY

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Part 1: Background

Arts Council England has focused investment on parts of the country where people's involvement in the arts is significantly below the national average, through its programme "Creative People and Places".

Creative Black Country (CBC) is led by a Core Consortium of:

Sandwell Council of Voluntary Organisations, Wolverhampton Voluntary Sector Council, Dudley Council for Voluntary Service and One Walsall (working as Black Country Together CIC); and Multistory, Black Country Touring and Black Country Living Museum (which are all Arts Council England National Portfolio Organisations). This consortium brings together the community and voluntary sector and the expertise of professional arts producers with a long-standing commitment to the Black Country's creative and cultural ecology and a depth and breadth of knowledge of leading contemporary arts practice.

Our Vision

Our vision is of a Black Country where everyone can create, take part in and enjoy the arts, so that culture is at the heart of our diverse, confident and optimistic communities.

Our Mission

Our mission is to create work with people from all walks of life. Our artists, some of who represent the local area, work in collaboration with communities to shape the work and share it.

What we will do

Invest in talent

Creative Black Country will invest in the talent, appetite and potential of the people of the Black Country to engage in the arts. We will find creative people, make creative places and enrich the Black Country's cultural and community landscape through creative thinking and action.

Leadership and collaboration

We will balance the roles of leadership and collaboration – expanding artistic choices and supporting communities to shape their diverse artistic interests and ambitions as part of a lifelong connection to the arts.

Commission and co-produce arts events

We will seek out, provoke, promote, commission and co-produce arts events which can stitch art into the fabric of everyday lives in the Black Country

Encourage inter-cultural and inter-generational understanding

We will reflect and celebrate the diverse cultural lives of the area and encourage inter-cultural and inter-generational understanding throughout the programme.

Address barriers

We will seek to address barriers which discourage participation in arts and maximise opportunities for people to co-commission arts that are important and meaningful to their lives and the spaces they inhabit – at home and at work.

Strengthen the arts infrastructure

We will strengthen the arts infrastructure by brokering opportunities to link excellent arts practice with places and people in the Black Country.

Our Core Values

Transparency - to make decision-making open and accountable; and to be open to dialogue and views of all stakeholders which includes income tax and council tax payers and lottery ticket buyers.

Equality and inclusivity - to encourage diversity and inclusion in selection of delivery agents and beneficiaries/participants/audiences.

Fairness, viability and quality - to pay living wages and appropriate fees as a minimum policy for professional services.

Respect - to recognise and acknowledge the value of voluntary effort contributing to the success of the programme and to support volunteers to maximise their skills and ability to make a lasting contribution to the arts and community development infrastructures of the Black Country.

Inter-cultural understanding - to create spaces and contexts in which respect and understanding can be fostered between different sections of communities bringing people of differing abilities, ages, cultural backgrounds and other identities together to achieve greater empathy, understanding and collaboration between people.

Open-minded - the arts are complex and unpredictable; we believe that they play many different roles in people's lives and people respond to them in different and personal ways.

Quality and ambition - to strive for the best quality of arts processes and production, believing that the Black Country can offer, and deliver, world class arts and deserves the very best.

Innovation and learning - to maintain a productive circle of learning through innovation, review, evaluation and sharing learning.

Part 2: Terms and Conditions

Job Title:	Fundraising Manager
Contract:	Fixed Term until end of October 2023
Probation Period:	6 months
Salary:	NJC spinal points 20-31 (£32,029- £33,799 per annum) pro rata for part-time role and depending on experience; 6% employer contribution pension
Location:	Office facilities will be located at the Black Country Living Museum offices (Tipton Road, Dudley, DY1 4SQ) It is expected that the post holder will also be required to work from other bases in the Black Country, ensuring a cross Black Country presence and connectedness with staff and core consortium partners.
Responsible to:	Director of Operations and Development
Hours of work:	3 days per week. Set days to be agreed at appointment. The role will require some flexibility, e.g. occasional evening and weekend work.
Holidays:	15 days per annum (25 days pro rata) plus bank holidays. The holiday year runs April to March.

Black Country Together CIC is committed to enabling all members of staff to pursue professional development as appropriate.

Part 3: Job Description

Introduction

This is an exciting time of development for Creative Black Country as it expands its programme beyond Sandwell, Walsall and Wolverhampton into the borough of Dudley following a four-year funding award from Arts Council England. If successful you will be part of a small, dynamic, talented and well-networked team, delivering high impact projects to a region of 1.1 million people. You will benefit from the expertise of board members who have raised millions across the Black Country and have some relationship with local and national funding bodies. With an existing business plan in place, strengthened by our most recent bid of £1.4m to work in Dudley. We are on the lookout for the right individual who can add real value to CBC ambitions of Making the Most of the Black Country through local communities.

Principal Purpose of post:

You will play a critical part in helping to achieve CBC's ambitions through effective fundraising activity. Working with the CBC Partnership Board, Directors and team, the post holder will be responsible for all elements of fundraising across the four boroughs of CBC delivery. As the key lead in fundraising, you will increase CBC's fundraising activities, identify further opportunities to grow the work for 2020 and beyond, and raise the profile of the work that CBC delivers.



Key responsibility areas

Strategic

- Review and implement a Fundraising Strategy for CBC
- To work effectively with CBC to identify potential new projects and co-ordinate fundraising activity
- To contribute to impact evaluation for delivered activities in support of fundraising efforts
- To promote and seek opportunities for a variety of events and activities which generate income and raise CBC's profile

Development

- Develop and sustain relationships with key stakeholders and funders.
- To assist with identifying and researching prospective funders and supporters for CBC across trusts, corporate sector and individuals.
- To support the Directors to produce strategic funding bids and fulfil reporting requirements to bodies such as the National Lottery Heritage Fund and Arts Council England.
- To explore, pilot and develop new approaches to sponsorship.
- To represent CBC at external events such as networking events, awards and conferences.

Working Relationships

- To create positive relationships with relevant Partnership Board team members across the Black Country
- To support CBC staff with planned bids enabling successful outcomes from potential funders
- To work closely with the Marketing and Content Manager to ensure fundraising messages and communications are delivered to appropriate audiences via print, email, website, social media and PR activities

Income targets

- To raise a minimum of £475,000 over four years through all types of fundraising activities (represents 25% of Creative Black Country total income)

General

- Undertaking appropriate training as agreed with Directors
- Attendance and reporting at CBC Board meetings as required
- Carrying out any other specific tasks as may be reasonably required by Directors

Person Specification ESSENTIAL

- Practical experience (minimum 3 years) of fundraising within an art/culture/heritage setting, including bid writing and account management

- Excellent communication skills, both written and verbal, and confidence and ability to communicate with stakeholders at the highest level
- Ability to compose clear and compelling cases for support to Lottery distributors, public funders and grant-making trusts.
- Ability to manage multiple priorities and work to deadlines
- Optimum standards of presentation, attention to detail and accuracy
- Enthusiastic and effective team-working across multiple organisations and excellent interpersonal skills
- Excellent IT skills, including MS Office

Personal Attributes

- Mature and resilient approach to working under pressure.
- Ability to plan and organise a complex workload and meet strict deadlines
- An understanding of and commitment to diversity and inclusion
- An understanding of the values and drivers of the public, private, voluntary and community sectors.
- Ability to deliver funding bids on time
- An ability to work effectively as part of a team and to develop meaningful partnerships with other collaborators
- Flexible approach in working

DESIRABLE

Other

- Familiarity with Arts Council England funding streams
- Knowledge of and/or interest in the arts and wider cultural sector
- Knowledge of Voluntary Sector Councils
- A full clean driving licence and use of a car



Part 4: Application Process

- Read the background information and look at the online references; read the Job Description and Person Specification carefully.
- Complete the application form, including the written statement and explain in writing who you are and how your skills, knowledge and experience equip you to carry out the job and how you meet the specifications necessary.
- Provide contact details for 2 referees who know you professionally, one of whom should be your current or most recent employer that we can contact if you are shortlisted. *They will not be contacted without your agreement.*
- Fill in the Equal Opportunities monitoring form (this is solely for our recruitment monitoring purposes and will not be seen by the shortlisting or interview panel).
- Please provide clear contact details: 'phone, e-mail and postal address.

Timeline:

Deadline: 12th February 2020 at noon.

Interviews: 27th February 2020.

Please email your application to jobs@scvo.info. We will confirm receipt of all applications, however, if you haven't been contacted by 25th February 2020 unfortunately you have not been shortlisted.

Hard copies of the application form may be obtained by calling Debra Hill at SCVO on 0121 525 1127.

We prefer to receive applications by e-mail. However, if you want to apply by post, please ensure a hard copy of your application reaches the office address by 12th February 2020, noon.

Postal Address: SCVO, 1st Floor, Landchard House, Victoria Street, West Bromwich B70 8ER

To discuss any part of the application process, please call **Sajida Carr (07793 244 031)** or **Jenny Smith (07967 187 822)**

We request no contact from recruitment agencies. Previous applicants need not apply.

Part 5: Equal opportunities form

(This form will be used only to monitor the reach of our recruitment and not as any part of the assessment process of your application)

