



**Head of Development  
Applicant Information Pack**

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## **Introduction / How to Apply**

Thank you for your interest in the role of **Head of Development** at Arts at the Mill CIC T/A The Old Courts. You will find information about the role and the person specification in the following pages. Before you apply, please read the information included here.

To apply, please email your CV and a covering letter to Projects Officer Hazel Hobson at [hazelh@theoldcourts.com](mailto:hazelh@theoldcourts.com) with the work APPLICATION included in the subject line. Your application should be no longer than x3 A4 pages and should include your work history, qualifications or equivalent lived experience and should refer to how your skills and experience mean that you fit the essential and/or desirable criteria for the Head of Development role.

All applications must be submitted by **Midday on Wednesday 13<sup>th</sup> July**. Successful shortlisted applicants will be invited to attend an interview on **Friday 22<sup>nd</sup> July**. We can provide a BSL interpreter if required.

As an organisation we are actively seeking diversity in our workforce. We would love to receive applications from people who identify as working class, LGBTQIA+, deaf or disabled, care-experienced, young carers, young people of South, East and South East Asian heritage, African or Caribbean heritage, Gypsy, Roma or Irish Traveller heritage or Latinx heritage.

If you would like further information, support with access, or an informal chat about the post please contact Project Director of Development Jess Rotherham by email at [jessr@theoldcourts.com](mailto:jessr@theoldcourts.com)

We look forward to receiving your application.

People Team  
Arts at the Mill CIC

## **About The Old Courts**

We are a multi-arts centre based in Wigan with various performance spaces spread across an entire street. We deliver a diverse packed programme of events with the express aim of placing arts and culture front and centre in Wigan and the surrounding areas. Our spaces are open 7 days a week throughout the year and welcome in tens of thousands of people to enjoy music, theatre, dance, comedy, spoken word, visual art and much more.

## **About the Old Courts**

The Old Courts is all about changing perceptions. Our mission is to create, engage and inspire by supporting ideas and hard work, providing cultural opportunities, and investing in Wigan and its people.

Wigan is a place where world-class culture thrives.

## **Our Artistic Vision**

We understand the incredible importance of the arts – not simply for entertainment, but as the fundamental threads in the fabric of everyday life.

The arts should not be exclusive to the well-travelled nor a social tool for privileged circles. The arts are what bond communities and bridge differences with the only true global language, expression.

At The Old Courts, our work is designed to introduce the arts into the lives of the people of Wigan and beyond and to enhance the experience of those who are engaged.

We are driven to CREATE a vibrant, supportive, risk-taking and strategic environment for artists to ENGAGE new and existing audiences and disconnected communities who we will help to INSPIRE change with unrivalled ambition.

## **Working at the Old Courts**

The Old Courts is a busy organisation with 60+ members of staff.

Attending performances, events and being part of the creative life of the organisation is part of everyone's role at the Old Courts.

Our main office space is based inside the Former County Court offices on Crawford Street, Wigan Town Centre.

Usual office hours are 10am-6pm and we offer flexible working where possible. **We welcome and look forward to discussing flexibility at interview.**

## **What we do**

A significant part of what we do centres around live events; gigs, dance shows, theatre shows, exhibitions, film screenings, sector conferences, audience events and seminars provide artists and the public with the maximum number of entry points to the arts.

## **Networks**

We are partners on various networks both locally and nationally across multiple art forms including 'The Collaborative Touring Network' for which we have brought outstanding touring shows and co-created new work on site.

## **Producing**

We have a strong track-record in producing work for artists. A combination of in-house talent, facility and our wider network across the UK allows us to develop embryonic projects into touring, sustainable work. We understand the distance that can exist between a brilliant idea and a performance, but our ability to aid and structure the research, development and production of work allows work to be made entirely on site.

## **Co-Creation**

We are developing several co-created projects which brings artists to Wigan to make work with talent from our borough. One such project is 'Moving Roots' which involves theatre producers from partner organisations from around The UK, including London, Cardiff and Peterborough. As a member of this consortium and working with a theatre maker from Manchester, we recently created 'Rent Party', a show right here in Wigan created with local talent to provide a platform for both performers in the town and the culture of the town itself.

## **Artist Development**

We are fully committed to using our resource as a tool to further the progress of artists. Since first opening our doors we have played a part in the development of artists in many different ways. We have encountered raw talent from individuals seeking opportunity with little or no knowledge of how to find it and we have been approached by established performers who required support in networking or bid-writing. Whatever the ask, whatever the experience and whatever the artist is trying to achieve, we take pride in our ability to unlock potential and play a key role in development. The future of the arts is being forged as we speak. For arts and culture to play an increasingly important role in everyday life, time, experience, knowledge and dedication will always be needed from organisations like ours and we will continue to provide it.

## **Community Work**

Our surroundings play a fundamental role in everything we do. We are very proud to be from Wigan and based in Wigan and we appreciate how our organisation has been embraced by those who we live and work amongst. As such, we get great satisfaction from the many community projects we run. We have a community programme filled with meet-ups, social opportunities, upskilling, entertainment and more. The Old Courts is a place where anyone is welcome and it is fair to say that what we do is of significant value to a host of local groups and individuals.

## The Role

**Responsible to: Project Director of Development**

**Responsible for: Grants Administrator (new recruit) and a further Development role (to be recruited)**

Main Roles and Responsibilities include the below and carrying out any additional responsibilities as required by your line manager or by the leadership team of Arts at the Mill CIC.

## Context

Arts at The Mill has grown significantly over the last few years, increasing its income, and expanding its team as well the range of buildings we develop and inhabit. The Head of Development leads on the fundraising strategy Arts At The Mill (Wigan) and Square Chapel CIC (Halifax) and its associated projects and partnerships, ensuring that income targets are met or exceeded. The Head of Development will maintain and grow a strong funding base across statutory, trusts & foundations, securing core, project and capital funding.

The Head of Development is a pivotal role in sustaining and developing Arts At The Mill and Square Chapel during a time of exciting change, with refreshed ambitions and major planned capital development works. This is a position ideally suited to a senior fundraising professional who is poised to work flexibly, make the role their own and make a significant contribution to an arts and culture organisation which listens and responds to the community it serves.

## About You

As someone who is interested in, and passionate about the areas in which **Arts At The Mill** operates – arts, community and heritage – you are a highly motivated, organised individual who is able to think strategically, develop existing opportunities and identify new ones that push the organisation and its mission forward.

You will be bringing strong fundraising expertise and financial acumen to the role, with an ability to strategise, plan, measure, and drive performance. Your strong fundraising track record across core, project and capital means that you have a well-rounded knowledge of the current funding landscape.

You will be a comfortable communicator, able to operate at a strategic senior management team level whilst being able to seamlessly build relationships with the communities we are here to serve. With funders, you will be experienced in monitoring and reporting, developing meaningful and long-lasting relationships.

As someone ready to put their own stamp onto a role, you are excited about getting to know new teams, developing and introducing better ways of working, and working flexibly with others in a fast-paced, ambitious organisation.

As a leader, you will foster a supportive and positive team culture that enables colleagues to thrive. You will be invested in growing a team, developing talent and working across departments to embed a healthy understanding of fundraising across the organisation as we expand and develop.

## How & Who the role works with

The Head of Development will work closely with the Project Director of Development and the Managing Director to develop and enable the organisation's ambitious plans for growth. You will work within a small but dynamic team and line manage the Grants Administrator (recruiting June 2022) and recruit, onboard and

line manage a further Development role (to be recruited). Per-project, the Head of Development may be supported by external consultants.

Internally, the Head of Development will work with the Development Team, Senior Management Team, Directors, Per-project Managers, Programming Team, Marketing Manager, Operations & Finance Team. Externally, funders, stakeholders and potential stakeholders including Local Authority and community groups.

### **About the Role**

The Head of Development is responsible for fundraising, monitoring and acknowledgement and for contributing to the development of Arts At The Mill's business.

Outlined below are several standard duties that this job role entails. This job description is a guide to the nature of the work. It is not wholly comprehensive or restrictive and may be reviewed as required; other responsibilities may be added depending on experience and need.

1. **Fundraising:** The Head of Development is responsible for developing and delivering Arts At The Mill's fundraising strategy across its programmes and buildings; maximising income through existing channels, identifying new sources and ensuring fundraising targets are met. This includes:
  - ◆ Leading on the preparation of medium-to-large bids across a diverse range of projects including capital, creative programmes and partnership projects, securing both core and project funding
  - ◆ Developing the fundraising strategy for Arts At The Mill's capital projects with Managing Director, consultants, securing major grants for capital development plans
  - ◆ Establishing a clear plan for priority projects and proposals for trusts/foundations, and statutory fundraising; including researching, identifying and building relationships with relevant prospects
  - ◆ Identifying opportunities for commissioning (from local authorities, health and social care sectors etc.), consultancy and contract management opportunities; supporting the development of bids and tenders as appropriate
  - ◆ Line managing the Grants Administrator (new recruit) and a further Development role (to be recruited), ensuring an up-to-date funding pipeline is maintained, overseeing and proofing small-to-medium funding bids led by other members of the Development team
  - ◆ Working with colleagues to ensure the fundraising strategy is understood within the organisation, and work with teams take actions that support our fundraising
  - ◆ Collaborating with the Managing Director and Marketing Team to ensure that PR, messaging, branding and stakeholder management reflect the fundraising needs of the organisation
  - ◆ Working with the Managing Director, Producing and Programming teams and partners as appropriate to develop new project ideas suitable for fundraising in line with business and artistic strategy
  - ◆ Providing fundraising advice and support to associate artists and partner organisations and as part of associated projects
  
2. **Monitoring and Acknowledgement:** The Head of Development is responsible for ensuring that monitoring and reporting requirements for all funders and partners are met and ensuring effective stewardship of funders and supporters. This includes:

- ◆ Line managing the Grants Administrator (new recruit) and a further Development role (to be recruited), ensuring monitoring and reporting requirements for all funders and partners are met
- ◆ Ensuring effective stewardship of funders & supporters, including appropriate acknowledgement of support received, and funding terms & conditions are adhered to
- ◆ Ensuring funding and relationship records are accurate, maintained and centralised on organisational systems
- ◆ Maintaining oversight of fundraised income and liaising with the Finance team for budget and audit purposes
- ◆ Providing quarterly reports for the SMT/Managing Director

3. **Organisational Development:** The Head of Development is responsible for contributing to the management and development of AATM and its business planning as a member of the Senior Management Team. This includes:

- ◆ Working actively as a member of the Arts At The Mill's Senior Management Team, supporting the management and strategic development of the organisation
- ◆ Networking effectively with funders, and key stakeholders, attending events to represent Arts At The Mill as required
- ◆ Support the Project Director of Development and/or Directors with the development of relevant external facing documents and presentations when necessary
- ◆ Developing and maintaining effective working relationships with all departments, resident organisations and third parties
- ◆ Keeping informed on Arts At The Mill's upcoming programme, projects and events, and those of its resident and partner organisations
- ◆ Working actively within the Arts At The Mill's Equality, Safeguarding, Environmental, Health & Safety and other policies
- ◆ Undertaking any other reasonable duties as requested by the Project Director of Development and Managing Director.

### Person Specification

Experience			
Demonstrable experience of successfully working across statutory and trusts and foundations		X	
Track record of meeting or exceeding income targets		X	
Experience of line managing or supervising		X	
Demonstrable experience of successful capital fundraising	X		
Skills & Abilities	Desirable	Essential	How Identified
Strong numeracy skills and able to work with budgets		X	
Excellent written and verbal communication skills		X	
Ability to write copy that is compelling and concise		X	

Able to maintain effective working relationships with a wide variety of people and organisations		X	
Attention to detail and able to manage complex funding bid and reporting requirements		X	
Ability to meet funding and reporting deadlines in a challenging environment with competing demands		X	
Ability to work proactively and to independently identify new funding or income generating opportunities			
Good IT skills with a good working knowledge of Microsoft Office Word and Excel, and ability to learn new project management software		X	
A commitment to robust safeguarding		X	
Ability to work flexibly according to the requirements of the post	X		
Prepared to travel when required	X		
<b>Knowledge</b>			
Excellent and up-to-date knowledge of the arts, community and heritage fundraising landscapes		X	
Good working knowledge of Wigan borough, its VCSE landscape and local community need	X		
<b>Values</b>			
Compassion and care for social issues and an understanding of the organisation's mission		X	
Understanding and commitment to equal opportunities and an ability to relate to people across the community		X	
A commitment to working with others to achieve agreed outcomes		X	

### Role Potential

We expect this role to grow and increase in terms of responsibility, hours, scope, and salary, and part of its remit will be to ensure that this post, and other new posts, are appropriately funded and expanded as part of the wider development programme of the organisation.



## Terms & Conditions

This post is subject to Disclosure and Barring Service Enhanced checks.

**Salary:** £33,000-£35,000 gross per annum, depending on experience

**Hours:** 37.5 hours per week, excluding a daily one-hour lunch break.

This role is 5 days a week Monday-Friday; usual office hours are 10am-6pm. We offer flexible working where possible. **We welcome and look forward to discussing flexibility at interview.**

Occasional evening and weekend work may be required. All staff at The Old Courts are expected to attend performances and be a part of the artistic life of the organisation.

**Overtime:** No overtime payments.

**Annual Leave:** 33 days including bank holidays

**Probation period:** 6 months, with a 3 month review

**Notice period:** 1 month

**Contract Period:** Permanent

**Workplace Pension Scheme:** Arts at the Mill CIC pension scheme is provided by True Potential

**Staff Benefits** Complimentary tickets for performances at Old Courts (subject to availability and staff ticket policy)

Cycle to Work Scheme

Discount on Drinks and Meals in café and Bars (subject to discount policy)