

Thank you for requesting an application pack for the post of:

**Corporate Fundraiser**

**Golden Thread Gallery**

Please find enclosed:

* Job description and Candidate specification
* General Information
* Application Form
* Monitoring questionnaire

Please return completed application forms to info@gtgallery.co.uk

PLEASE DO NOT SEND A CV.

INCOMPLETE APPLICATION FORMS WILL NOT BE ACCEPTED.

The closing date for return of applications for the above post is:

**4pm Friday 10th May 2019**

Applications received after the closing time and date will not be considered.

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| **Post:** | **Corporate Fundraiser p/t 24hpw** |
| **Salary:** | £16,800 pro rata ( FTE £28,000)One Year Fixed Term contract with potential to extend contract length if funding becomes available.  |
| **Hours:**  | 24hpw, flexible working possible. Some weekend and evening work is required. |
| **Responsible to:** | Deputy Director |
| **Location:** | Golden Thread Gallery, 84-94 Great Patrick Street, Belfast, BT1 2LU |

This post has been funded by the FOYLE FOUNDATION main grants scheme.

# Organisational background:

# Golden Thread Gallery is a contemporary art Gallery whose aim is to make contemporary art accessible to as many people as possible. Based in Belfast, Northern Ireland, our programme links Northern Irish history to contemporary concerns and positions the local within the wider international sphere. In addition to exhibitions, we have a programme of complementary activities to enhance experience, including: Talks; tours; workshops; and events.

# Job Purpose:

Working with, and accountable to, the Deputy Director, the Director and the Board, the Corporate Fundraiser will seek funding to add to the strategic development of the gallery. This post is not responsible for core funding, but rather has responsibility to generate income for plans linked to future development and increase reserves to support this. A key element of the job is to develop sponsorship and corporate donation opportunities as well as diversifying funding streams through trusts and foundations.

# Communication and Contacts:

We are seeking a candidate who is a persuasive and confident communicator with the ability to extend the network of contacts beneficial to the organisation. The ideal candidate will have substantial experience in communicating within a work setting with funders, businesses, institutions, trusts and foundations.

# KEY RESPONSIBILITIES:

* To participate in the implementation of the gallery’s strategic plan through generating income for the gallery’s future development.
* Researching and implementing funding, sponsorship and corporate donations to generate new income streams and contribute to the gallery’s strategic development.
* Writing targeted applications to generate income to assist in the gallery’s strategic development.
* Assisting the Deputy Director in developing and implementing a 3-year fundraising strategy including the generation of grant income from trusts, foundations and public grant sources in line with the overall Fundraising strategy - ensuring ambitious annual targets are met.
* Monitoring and evaluating projects for funders
* Creating business cases to garner additional financial support
* Organising events for potential sponsors/donors
* Planning and co-ordinating creative and innovative projects and events to develop new patrons, supporters and sponsors for the gallery.
* Working with other staff members to ensure that all fundraising activity has a joined up approach and delivers maximum benefit for the organisation.
* To develop and maintain professional relationships with clients, colleagues, partners and other relevant bodies in line with our values.

Please note that Golden Thread Gallery is an equal opportunities employer. The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the position.

**CANDIDATE SPECIFICATION:**

|  |  |  |
| --- | --- | --- |
| **FACTORS** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS****AND/OR****EXPERIENCE** | A third level qualification**AND** Five year’s paid demonstrable experience of generating substantial levels of funding in an arts, creative, heritage, charity, corporate or tourism sector**OR**Eight years paid demonstrable experience of generating substantial levels of funding in an arts, creative, heritage, charity, corporate or tourism sector  |  |
| **EXPERIENCE OF:** | Proven track record in income generation and budgetary management.Ability to demonstrate initiative in achieving targets within a competitive environment. Securing and managing substantial sponsorship dealsSecuring and managing substantial corporate donations | Knowledge of the Northern Ireland funding environmentA Demonstrable knowledge of the arts sector |
| **Competencies** | Excellent leadership and facilitation skillsExcellent oral and written communication skills including excellent report writing skillsExcellent organisation and time management skillsExcellent interpersonal skills Proficient use of computers and Microsoft Office Packages.Proven ability to work on own initiative & as part of a team | Experience of CRM databasesExperience of publicity/marketing including the use of social media |
| **SPECIAL****CIRCUMSTANCES** | Current full driving licence and access to a car OR can demonstrate mobility to carry out the functions of the job effectively and efficientlyCan work flexible hours in line with organisational and client need.  |  |

**Please Note:**

The interview panel reserves the right to enhance desirable criteria at short-listing stage depending on the number of applications received.

Golden Thread Gallery is an equal opportunities employer. The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the position.

**GENERAL INFORMATION**

This position is being offered on One Year Fixed Term contract with potential increase hours and extend contract length if funding becomes available.

**Salary:**

£16,800 pro rata (FTE £28,000)

**Location:**

Golden Thread Gallery, 84-94 Great Patrick Street, Belfast, BT1 2LU

You will be expected to travel throughout Northern Ireland, with the possibility of occasional travel to the Republic of Ireland, the United Kingdom and further afield on official business.

**Hours**:

24 hours per week as per the gallery’s rota system. Some evening/Saturday work may be required for gallery openings and events.

**Annual Leave**:

28 days Pro Rata including NI statutory holidays. Leave year 1st April-31st March.

**Probationary period**:

There is a probationary period of 4 months from the start of employment which may be terminated at a month’s notice by either party.

**Pension**: The appointment is pensionable and the gallery’s pension provider is Nest.

**Variation to the Terms:**

The Golden Thread Gallery reserves the right to vary the terms of this arrangement subject to prior notification being given and after appropriate consultation has taken place.

**Equal Opportunities:**

**Golden Thread Gallery is committed to ensuring that all eligible persons have equality of opportunity for employment and advancement in the organisation on the basis of ability, qualifications and aptitude for the work.**



# Application Form for: Corporate Fundraiser

Please complete this form accurately and in as much detail as possible, using typescript or BLACK INK. Applications for this post will only be accepted on this form and CVs will not be accepted. Please note that the **closing date** for the return of completed application forms is **4pm Friday 10th May 2019. Late or incomplete applications will not be accepted.**

## PERSONAL DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname |  | Forenames |  | Title |  |
| Address |  |
|  | Postcode  |  |
| Email address  |  |
| Telephone Numbers | Home |  | Work |  | Mobile |  |
| Do you require a work permit to work in the UK? | Yes / No |
| If yes, please provide details |  |
| Please indicate any dates you will not be available for interview |  |

**ACADEMIC OR OTHER QUALIFICATIONS** (Documentary Evidence will be required from the successful candidate)

|  |  |
| --- | --- |
| School, college, university etc | Qualifications and date obtained |
|  |  |

MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES

|  |  |
| --- | --- |
| Name of Association or body | Status and date of membership  |
|  |  |

## PRESENT/MOST RECENT POSITION

|  |  |
| --- | --- |
| Employer’s Name |  |
| Address |  |
| Job Title |  |
| Start date |  | Current or final salary |  |
| Notice required  |  | Earliest available start date |  |
| Reason for leaving or seeking other employment |  |
| Brief outline of your duties/responsibilities (please continue on a separate sheet if necessary) |
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**OTHER PREVIOUS EMPLOYMENT** (List previous employment starting with the most recent)

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|  |  |  |  |  |
| From | To | Employer’s name | Job title and main duties | Reason for leaving |
|  |  | and address |  | and final salary |
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**Please OUTLINE how you feel you meet each of the criteria below**. **Responses that exceed the word limit may be disregarded. Bullet points are encouraged.**

It is important that you demonstrate how you satisfy the full requirements of the post as Golden Thread Gallery will interview only those candidates who have demonstrated clearly the best knowledge, skills and experience associated with the duties of the post.

**ESSENTIAL CRITERIA**

|  |
| --- |
| A third level qualification**AND** Five year’s paid demonstrable experience of generating substantial levels of funding in an arts, creative, heritage, charity, corporate or tourism sector**OR**Eight years paid demonstrable experience of generating substantial levels of funding in an arts, creative, heritage, charity, corporate or tourism sector **(Max 250 words)** |
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| **Proven track record in income generation and budgetary management. (Max 250 words)** |
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| **Ability to demonstrate initiative in achieving targets within a competitive environment. (Max 250 words)** |
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| **Securing and managing substantial sponsorship deals (Max 250 words)** |
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| **Securing and managing substantial corporate donations (Max 250 words)** |
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| **Excellent leadership and facilitation skills (Max 100 words)** |
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| **Excellent oral and written communication skills including excellent report writing skills (Max 100 words)** |
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| **Excellent interpersonal skills (Max 100 words)** |
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| **Excellent organisation and time management skills (Max 100 words)** |
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| **Proficient use of computers and Microsoft Office Packages. (Max 100 words)** |
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| **Proven ability to work on own initiative & as part of a team** |
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| **Current full driving licence and access to a car OR can demonstrate mobility to carry out the functions of the job effectively and efficiently****Can work flexible hours in line with organisational and client need.**  **(Max 100 words)** |
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**DESIRABLE CRITERIA**

In the event of a significant number of applications, we reserve the right to increase selection criteria in the following order:

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| **Knowledge of the Northern Ireland funding environment (Max 200 words)** |
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| **A Demonstrable knowledge of the arts sector (Max 200 words)** |
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| **Experience of publicity/marketing including the use of social media (Max 200 words)** |
|  |
| **Experience of CRM databases (Max 200 words)** |
|  |

## FURTHER INFORMATION

Please give details of any interests or activities outside work or any other information, which you consider relevant to your application.

## REFERENCES

Please provide details for two people who can provide references relating to your work experience and suitability for the post for which you are applying. One referee should be your current or most recent employer. Referees will only be contacted after interviews have taken place.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  |  | **Name** |  |
| **Position** |  |  | **Position** |  |
| **Address** |  |  | **Address** |  |
| **Telephone** |  |  | **Telephone** |  |
| **Email** |  |  | **Email** |  |

## CRIMINAL RECORD

Please note if you are under consideration for appointment you will be required to be checked through ACCESS NI.

## DECLARATION

I hereby certify that all the information given by me as part of this recruitment process is correct to the best of my knowledge and that all the questions relating to me have been accurately and fully answered.

A candidate found to have knowingly given false information or to have wilfully suppressed any material fact may be liable for disqualification or, if appointed, to dismissal.

**Signature** **Date**

Golden Thread Gallery is committed to equal opportunity in employment.

All applications for employment are considered strictly based on merit.

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| ***MONITORING QUESTIONNAIRE*** |

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Golden Thread Gallery is committed to ensuring that all eligible persons have equality of opportunity for employment and advancement in the organisation on the basis of ability, qualifications and aptitude for the work.

To ensure the effective implementation of the Equal Opportunities Policy all applicants are requested to complete the following questionnaire. This questionnaire will be removed from your application form and will be strictly controlled in accordance with the Code of Practice on Monitoring supplied by the Equality Commission for Northern Ireland.

**This questionnaire will not be seen by either the shortlisting or interview panels.**

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| **Religious affiliation and/or community background**  |

GTG is required by The Fair Employment and Treatment (NI) Order 1998 to monitor the perceived religious affiliation and/or community background of its employees and applicants. In accordance with the Monitoring Regulations 1999, we are asking you to indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor the

Roman Catholic community

|  |
| --- |
| **Personal details** |

**Date of birth:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender:**  Male Female

**Disability**

A person has a disability if he or she has **"a physical or mental impairment which has**

**a substantial and long-term adverse effect on his or her ability to carry out normal**

**day-to-day activities"** (Disability Discrimination Act 1995)

Do you in accordance with the above have a disability? Yes No

**If yes, please state nature of disability:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If no, have you ever had a disability?** Yes No

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| **Criminal Convictions** |

Do you have an unspent criminal conviction? Yes No

**(If yes, please give brief details)**

**Please note:** If the post for which you have applied is exempt from the provisions of the Rehabilitation of Offenders Act, you will be required to complete a separate form.