 **A picture containing diagram

Description automatically generated** 

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

**Development & Fundraising Officer**

**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](mailto: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 Thursday 28th July 2022**

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

|  |  |
| --- | --- |
|  |  |
| **Post:** | **Development & Fundraising Officer** |
| **Salary:** | £25,958 - £27,539 per annum |
| **Hours:** | 40hpw. 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 **Dormant Accounts Fund NI** 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 Development & Fundraising Officer 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 and corporate hire. Linking these plans with the gallery’s Audience Development and marketing these activities for maximum impact are also essential.

**Principal Duties**

* Researching and implementing funding, sponsorship and corporate donations to generate new income streams and contribute to the gallery’s strategic development.
* Implement a donor scheme for the gallery, including both a “Friends of the gallery” lower tier and a higher Corporate Philanthropy tier.
* Writing targeted applications to generate income to assist in the gallery’s strategic development.
* 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.
* Developing opportunities for audience development.
* Utilising development opportunities as marketing opportunities to increase the profile of the gallery.

**Administration**

* Monitoring and evaluating projects for funders
* Maintaining files, both digital and hard copy, relating to the gallery’s activities.
* Communicating with stakeholders via email, telephone and face-to-face
* General administration across the range of gallery activities.

**Access and Participation**

* To assist at gallery receptions and events
* Contributing to the publicity and marketing of the gallery’s activities
* Welcoming visitors to the gallery and when necessary, assisting in preparing the gallery for audiences.

Any other duties necessary for the successful completion of the post

Unsociable hours may apply

**CANDIDATE SPECIFICATION:**

|  |  |  |
| --- | --- | --- |
| **FACTORS** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS**  **AND/OR**  **EXPERIENCE** | A third level qualification  **AND**  A minimum of two year’s paid demonstrable experience where fundraising and income generation were a substantial element of the post |  |
| **EXPERIENCE OF:** | A minimum of two years’ experience of the following:  Proven track record in income generation  Experience of writing successful funding applications  Ability to demonstrate initiative in achieving targets within a paid work environment.  Experience of developing relationships with individuals, funders, groups and corporate partners. | Experience of publicity/marketing including the use of social media |
| **Knowledge** | Knowledge or experience of donations and sponsorship programmes  Excellent knowledge of the Northern Ireland funding environment | Knowledge and understanding of the ethical challenges that organisations face when fundraising.  Knowledge and understanding of relevant audience development data.  Knowledge and understanding of the role that tourism plays in fundraising and audience development. |
| **Competencies** | Excellent leadership and facilitation skills  Excellent oral and written communication skills including excellent report writing skills  Excellent organisation and time management skills  Excellent interpersonal skills  Proficient use of computers and Microsoft Office Packages.  Proven ability to work on own initiative & as part of a team |  |
| **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 efficiently  Can 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 a Three-Year Fixed Term contract with potential to extend contract length if funding becomes available.

**Salary:**

£25,958 - £27,539 per annum. Appointments will be made on the first point of the scale.

**Location:**

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

You may 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**:

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

**Interview:**

Interviews will take place on **Wednesday 17th August 2022**.

**Annual Leave**:

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

**Probationary period**:

There is a probationary period of 6 months from the start of employment which may be terminated at a month’s notice by either party.

**Pension**: The appointment is pensionable with a 3% Employer’s contribution. 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: Fundraising & Development Officer

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 Thursday 28th July 2022. 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) | | | | | | | | | |
|  | | | | | | | | | |

**OTHER PREVIOUS EMPLOYMENT** (List previous employment starting with the most recent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| From | To | Employer’s name | Job title and main duties | Reason for leaving |
|  |  | and address |  | and final salary |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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**  A minimum of two year’s paid demonstrable experience where fundraising and income generation were a substantial element of the post  **(Max 250 words)** |
|  |

**EXPERIENCE**

|  |
| --- |
| **A minimum of two years’ experience of the following:**  **Proven track record in income generation**  **Experience of writing successful funding applications**  **Ability to demonstrate initiative in achieving targets within a paid work environment.**  **(Max 500 words)** |
|  |

**KNOWLEDGE**

|  |
| --- |
| **Knowledge or experience of donations and sponsorship programmes**  **Excellent knowledge of the Northern Ireland funding environment**  **(Max 250 words)** |
|  |

**COMPETENCIES**

|  |
| --- |
| **Excellent leadership and facilitation skills**  **Excellent oral and written communication skills including excellent report writing skills**  **Excellent organisation and time management skills**  **Excellent interpersonal skills**  **Proficient use of computers and Microsoft Office Packages.**  **Proven ability to work on own initiative & as part of a team (Max 500 words)** |
|  |

|  |
| --- |
| **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)** |
|  |

**DESIRABLE CRITERIA**

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

|  |
| --- |
| **Experience of publicity/marketing including the use of social media**  **Knowledge and understanding of the ethical challenges that organisations face when fundraising.**  **Knowledge and understanding of relevant audience development data .**  **Knowledge and understanding of the role that tourism plays in fundraising and audience development.**  **(Max 500 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.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | ***MONITORING QUESTIONS*** | | | | | | |
| 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.  We strive to ensure that opportunities to work with us are open to all. We treat all job applications equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation and any other equality characteristics. We particularly encourage applications from people who identify from ethnic backgrounds, LGBTQIA+, d/Deaf, disabled, neuro-diverse, have long-term health condition/s or are from a lower socio-economic background, as people from these groups are currently underrepresented in the cultural sector.  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.** | | | | | | | | | | | | | | |
| **Section 1**: **Religious Belief** | | | | | | | | | | | | | | |
| ***To demonstrate the Golden Thread Gallery’s commitment to equality of opportunity in employment we must monitor the community background of our employees and job applicants, as required by the Fair Employment (Northern Ireland) Act 1989 and the Northern Ireland Act 1998. Please help us by indicating below the community background to which you belong.***  **(*Please tick appropriate box*)** | | | | | | | | | | | | | | |
| Protestant | | | | | | | | ***□*** | | | | | | |
| Roman Catholic | | | | | | | | ***□*** | | | | | | |
| Other religious faith:  Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | ***□*** | | | | | | |
| No religious belief | | | | | | | | ***□*** | | | | | | |
| I prefer not to say | | | | | | | | ***□*** | | | | | | |
| ***NB. Please note that in relation to Section 1 above it is an offence for any person knowingly to give false information to another who is seeking this information in order to make a monitoring return.*** | | | | | | | | | | | | | | |
| **Section 2: Ethnicity** | | | | | | | | | | | | | | |
| ***Please choose one of the following options that most accurately describes your ethnic group or background.*** | | | | | | | | | | | | | | |
| **White** | | | | | | | | | | | | | | |
| English/Welsh/Scottish/Northern Irish/British | | | | | | | | □ | | | | | | |
| Irish | | | | | | | | □ | | | | | | |
| Gypsy or Irish Traveller | | | | | | | | □ | | | | | | |
| Any other White background, please describe: | | | | | | | | | | | | | | |
| **Mixed/multiple ethnic groups** | | | | | | | | | | | | | | |
| White and Black Caribbean | | | | | | | | □ | | | | | | |
| White and Black African | | | | | | | | □ | | | | | | |
| White and Asian | | | | | | | | □ | | | | | | |
| Any other mixed/ multiple ethnic groups, please describe: | | | | | | | | | | | | | | |
| **Asian** | | | | | | | | | | | | | | |
| Indian | | | | | | | | □ | | | | | | |
| Pakistani | | | | | | | | □ | | | | | | |
| Bangladeshi | | | | | | | | □ | | | | | | |
| Chinese | | | | | | | | □ | | | | | | |
| Japanese | | | | | | | | □ | | | | | | |
| Any other Asian background, please describe: | | | | | | | | | | | | | | |
| **Black African/Caribbean/Black British/Black Irish** | | | | | | | | | | | | | | |
| African | | | | | | | | □ | | | | | | |
| Caribbean | | | | | | | | □ | | | | | | |
| Any other Black/African/Caribbean background, please describe: | | | | | | | | | | | | | | |
| **Arab / North African/ Persian** | | | | | | | | | | | | | | |
| Arab | | | | | | | | □ | | | | | | |
| North African | | | | | | | | □ | | | | | | |
| Persian | | | | | | | | □ | | | | | | |
| **Other** | | | | | | | | | | | | | | |
| Any other ethnic group, please describe: | | | | | | | | | | | | | | |
| **Section 3: Gender** | | | | | | | | | | | | | | |
| ***Please choose one of the following options that most accurately describes your gender.*** | | | | | | | | | | | | | | |
| Male | | □ | | | Female | | □ | | | Prefer not to say | | | | □ |
| I self-identify as: | | | | | | | | | | | | | | |
| **Section 4: Sexual Orientation** | | | | | | | | | | | | | | |
| ***Please choose one of the following options that most accurately describes your sexual orientation.*** | | | | | | | | | | | | | | |
| Bisexual | | □ | | | Queer | | □ | | | Gay or lesbian | | | | □ |
| Heterosexual | | □ | | | Other | | □ | | | Prefer not to say | | | | □ |
| **Section 5: Marital Status** | | | | | | | | | | | | | | |
| ***Please choose one of the following options that most accurately describes your marital status.*** | | | | | | | | | | | | | | |
| Single | | □ | | | Married | | □ | | | Civil Partnership | | | | □ |
| Separated | | □ | | | Divorced | | □ | | | Widowed | | | | □ |
| **Section 6: Age** | | | | | | | | | | | | | | |
| ***Please provide your date of birth or tick the appropriate Age Band:*** | | | | | | | | | | | | | | |
| Date of Birth (dd/mm/yyyy): | | | | | | | | | | | | | | |
| 16-21 | □ | | 22-30 | | | □ | 31-40 | | □ | | 41-50 | | □ | |
| 51-60 | □ | | 61-64 | | | □ | 65+ | | □ | | | | | |
| **Section 7: Dependents** | | | | | | | | | | | | | | |
| ***Please tick each box that applies to you. Do you have responsibility for the care of?*** | | | | | | | | | | | | | | |
| A Child/Children? | | | | □ | | | | A person with a disability? | | | | □ | | |
| A dependent elderly person? | | | | □ | | | | None | | | | □ | | |
| Other? Please Specify: | | | | | | | | | | | | | | |
| **Section 8: 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).***  ***In accordance with this definition, do you have a disability?*** | | | | | | | | | | | | | | |
| Yes | | | | □ | | | | No | | | | □ | | |
| If yes, please state nature of the disability: | | | | | | | | | | | | | | |
| If no, have you ever had a disability? | | | | | | | | | | | | | | |
| Yes | | | | □ | | | | No | | | | □ | | |
| **Section 9: Criminal Convictions** | | | | | | | | | | | | | | |
| ***Do you have an unspent criminal conviction? If yes, please give brief details.*** | | | | | | | | | | | | | | |
| Yes | | | | □ | | | | No | | | | □ | | |
|  | | | | | | | | | | | | | | |
| **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. | | | | | | | | | | | | | | |