



## Application Pack – Head of Development

**Head of Development (full time)**  
**£33,000 – £38,000 per annum**

**Location:** Scene & Heard HQ, 128A Chalton Street, London NW1

**Hours of Work:** Office hours are 10am to 6pm, Monday to Friday  
The role will demand some evening/weekend work  
Some flexible/remote working may be considered  
Holiday entitlement is 20 days plus the 8 UK public holidays

Thank you for your interest in working at Scene & Heard. This application pack contains:

- The job advertisement and position details
- The full job description
- A person specification for the position

Please read this pack in full before applying.

### **How to Apply:**

Send a CV with covering letter stating:

- how you meet the requirements of the job description
- how you fit the person specification
- why you would like to work with Scene & Heard

Please send by email to Roz Paul: [roz@sceneandheard.org](mailto:roz@sceneandheard.org)  
Write “HoD application” in the subject heading

**No telephone calls please**

**Closing date for applications: 9am, Monday 29th November 2021**

### **Application Process:**

Roz Paul will contact you if you are to be invited for interview. Please include a contact telephone number with your application. First interviews will be held via Zoom on Friday 10 December, with second interviews at our Camden HQ on Monday 13 December. If you have not heard from us by 17 December 2021 then your application has been unsuccessful on this occasion.

Thank you, again, for your interest in Scene & Heard.



# Application Pack – Head of Development

## Job Advertisement

### Head of Development

Camden, Central London

Full time

£33,000 - £38,000 (dependent on experience)

Scene & Heard is recruiting an experienced and highly motivated Head of Development to join our small and busy team. A pivotal role, the Head of Development is responsible for all of Scene & Heard's fundraising activities, generating income that enables the running of this award-winning charity. The successful applicant will enjoy having a broad remit and varied workload, balancing the demands of fundraising, relationship management, grant reporting and communications.

Established in 1999, Scene & Heard is a unique mentoring project - a children's charity and professional theatre company that partners the inner-city children of Somers Town, London with volunteer theatre professionals, giving them an experience of quality one-to-one adult attention enabling them to write plays which are then performed by professional actors. The charity operates with a staff of 4, various freelance specialist staff and a volunteer base of 400 arts professionals.

This is an exciting time to join us. We have just moved into our new HQ, in Camden – a brand new, highly acclaimed community building, which houses our offices plus classes, courses, rehearsals, prop and costume making and costume store.

The Head of Development will generate income for the charity, providing excellent relationship management for our supporters and proactive communications to support the ambitions of our recently renewed Strategic Plan.

Candidates should be:

- A proven, successful fundraiser
- An outstanding relationship manager
- Highly motivated, organised and efficient
- A good team player with an ability to communicate effectively with people of all ages and backgrounds
- Flexible with regard to hours of work – some evening and weekend work required

Scene & Heard is an equal opportunities employer. We are keen to recruit staff that reflect the diverse and multi-cultural community we serve.

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## Job Description

The Head of Development is responsible for all of Scene & Heard's fundraising activities, generating income that enables the successful running of this award-winning charity.

In addition to raising funds, the Head of Development (HoD) is responsible for sustaining and developing positive relationships with our supporters and delivering proactive communications. An outstanding relationship manager, the HoD will understand the importance of nurturing meaningful relationships with a broad range of funders and stakeholders. Reporting to the CEO & Artistic Director, the HoD is a key part of Scene & Heard's small team, working closely with the Office & Finance Manager, Arts Officer, and freelance staff as required.

### Fundraising

- Develop and deliver Scene & Heard's Fundraising Strategy to support the ambitions of its Strategic Plan
- Responsible for all aspects of the charity's fundraising, including:
  - Relationship management - proactively nurturing existing and new relationships with funding bodies and key stakeholders
  - Trust & Foundation fundraising – from initial research to bid writing through to evaluation and reporting
  - Individual Giving & Major Donors – manage and develop our individual giving schemes, nurturing relationships with all supporters including High Wealth Individuals
  - Corporate Donors – relationship management with existing donors plus researching and engaging with potential new donors
  - Impact Measurement - develop and manage impact measurement for internal monitoring, external reporting and to support fundraising
  - Research - seek new funding opportunities and keep up-to-date with developments in the fundraising and communications sectors
- Manage the volunteer Fundraising Committee (consisting of the CEO & Artistic Director and Board members), including convening meetings and reporting on progress

### Communications & Events

- Responsible for communications with supporters over the year, including managing Scene & Heard's social media and PR profile
- Help to shape Scene & Heard's public response to major / significant events, whether exclusively Scene & Heard related or national / regional / theatre / education news items
- Oversee in-house fundraising events, from initial conception to invites to delivery
- Liaise on any external fundraising events (e.g. by volunteers or outside organisations)
- Attend all S&H events, VIP evenings and performances as required

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### General Administration

- CRM System (Scene & Heard uses Salesforce)
  - Keep accurate records, maintaining details of contacts, donations and planning
  - Use Salesforce campaigns for mailings
- Budgeting
  - Work with the Office & Finance Manager to ensure fundraising targets are represented within the company's budgets
  - With the support of the CEO & Artistic Director, set, manage, and report on the budget for income and expenditure from fundraising
  - Regularly provide fundraising information to the CEO & Artistic Director, to inform Board reports

### Miscellaneous

- Work in line with the organisation's ethos and all written policies and procedures
- Uphold ethical fundraising practices ensuring compliance with Charity Commission, Information Commission Officer, The Code of Fundraising Practice and any other relevant laws and legal requirements
- Support day to day office operations as necessary
- Attend training as required

Scene & Heard is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a check with the Disclosure and Barring Service (formerly the Criminal Records Bureau).

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### Person Specification

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|---|---|
| <b>SKILLS AND ABILITIES</b>                       | <ul style="list-style-type: none"> <li>• Proven ability to raise funds, working to achieve agreed fundraising targets</li> <li>• Outstanding people skills, building and maintaining successful relationships</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent organisational and time management skills, ability to keep multiple projects on track</li> <li>• Highly numerate with ability to manage a departmental budget, familiar with fundraising reporting and analysis</li> <li>• Computer and IT skills</li> </ul>  |
| <b>EXPERIENCE</b>                                 | <ul style="list-style-type: none"> <li>• Fundraising at a senior level</li> <li>• Experience of researching, preparing and writing fundraising applications, securing grants from Trusts and Foundations and other high value donations</li> <li>• Experience of donor stewardship of all kinds, delivering exceptional relationship management</li> <li>• Experience of contributing to, and planning, effective communications to support fundraising, enriching relationships with external partners and championing a brand</li> <li>• Some experience of using a CRM system</li> </ul>                               |
| <b>KNOWLEDGE</b>                                  | <ul style="list-style-type: none"> <li>• Knowledge of fundraising for the UK Arts sector (theatre in particular), including UK GDPR, tax and Gift Aid legislation in relation to fundraising practices</li> <li>• Knowledge and understanding of the voluntary and charitable sectors, including governance/reporting requirements</li> <li>• Interest in new trends in the fundraising and communications sectors</li> <li>• Interest in impact measurement</li> <li>• Understanding of the issues affecting those from disadvantaged communities</li> <li>• Some event management understanding is desirable</li> </ul> |
| <b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b> | <ul style="list-style-type: none"> <li>• Commitment to the mission, aims and objectives of Scene &amp; Heard</li> <li>• Strong interpersonal and influencing skills, with ability to communicate with diverse people and communities, positively representing an organisation both internally and externally</li> <li>• Able to work flexible hours including occasional evenings and weekends</li> <li>• Motivated, communicative and enthusiastic team-player, with ability to work on own initiative</li> <li>• Willingness to undertake a variety of duties for the charity</li> </ul>                                |