



Job Description

Job Title	Trusts & Grants Manager
Department	Barbican Development
Grade	D Level 2
Location	Barbican Centre, Silk Street, London EC2Y 8DS
Responsible to	Senior Trusts & Grants Manager
Responsible for	N/A

The Barbican's Vision & Mission

The Barbican's vision is arts without boundaries and it delivers this through world-class arts and learning accessible for everyone.

The Barbican inspires people to discover and love the arts through free arts events, at the Centre and offsite, and programmes such as Young Barbican offering 50,000 affordable tickets to 14- 25-year olds. We innovate with outstanding artists and performers to create an international programme that crosses art forms, working with more than thirty international organisations last year. We also celebrate the artists of today and invest in those of tomorrow through learning programmes, from projects in schools to every stage of an artists' career.

Purpose of Post

- To contribute and develop the Barbican's Trusts & Grants fundraising strategy and lead on its delivery.
- To strategically develop and grow a portfolio of mid to high level donors and lead on their on-going stewardship and engagement.
- To manage and deliver effective cultivation through meetings, communications and events, in collaboration with the Senior Managers.
- To work with colleagues to meet team-wide and personal income goals.
- To act as champion for Trust and Grants fundraising across the Barbican by maintaining strong cross-departmental relationships.



Key Relationships

The post holder will work with senior colleagues across departments – particularly the Heads of each art form and those in the Creative Learning and Finance teams. The post holder will work effectively with senior volunteers including key members of the Barbican Centre Trust and the Barbican Centre Board. This post is managed by the Senior Trusts and Grants Manager and has a close working relationship with the Head of Development and the Senior Development Manager of Major Projects.

Main Duties & Responsibilities

Strategy, Planning and Fundraising

- Lead on the delivery of the fundraising strategy for mid to large sized funding opportunities from Embassies, Cultural Institutions, Trusts and Liveries.
- Contribute to and support the overall strategy for Trusts and Grants fundraising.
- Take sole responsibility for identifying prospects and developing a pipeline of donors– implementing cultivation and solicitation plans effectively
- Lead on stewardship and relationship building of mid to large sized grant giving organisations alongside the Senior Trusts and Grants Manager. Ensure a high-quality experience for any existing or potential funders visiting the Barbican – including direct meetings, invitations to performances, and larger bespoke cultivation events geared towards sharing our programmes with potential donors.
- Proactively connect with potential grant makers, both over the phone and in person, to discuss Barbican priorities and funding needs.
- Manage the reporting schedule for existing grants, draft and deliver reports and ensure on-going communications are timely and effective.
- Write compelling text and clear budgets on a range of projects across the arts and learning programme.
- Identify and assess new potential funders and work with colleagues to move them forward.
- Take a lead on identifying and planning key cultivation events within the Centre.
- Support senior team members in developing major (six-figure +) grant applications.

Operations, Financial Management & Analysis

- Ensure administrative processes are consistently applied with regard to research, record keeping, gift agreements, acknowledgment and recognition.
- Liaise proactively with key departments across the Centre to gather information needed to develop strong applications – key departments include Finance, Creative Learning and the major art forms such as Theatre and Visual Arts.
- Analyse and track developments within the grant-giving sector and use this information to implement strategic change where necessary.



- Oversee and ensure the database is utilised effectively and all financial and reporting information is being inputted correctly.
- Ensure subscriptions and memberships to research databases and other useful resources are maintained and used effectively – analysing their effectiveness and making changes where necessary.

Staff management and team work

- Work alongside the Development Assistant in consultation with her line Manager (Patrons Manager) – ensure delegation of tasks is appropriate and carried out effectively.
- Work independently with key members of the Board of Trustees to progress relationships with grant makers and increase chances of success.
- Remain on top of changes and developments in other teams at the Barbican and keep relevant team members abreast of grant applications being developed.

Communications

- Lead on writing compelling text for important communication channels such as the Barbican's website, communiqué to the Trustees and other stakeholders, articles for the Barbican Intranet, updates on the Trust's Twitter account, and ideas for inclusion in the Barbican Guide.
- Under the direction of the Senior Trusts & Grants Manager, contribute to reports to the Barbican Centre Trust and Board, ensuring accurate and appropriate reporting.
- Take part in external peer to peer networking events and represent the Barbican within the sector.

Best Practice Approach and Other Duties

- Actively seek to promote the Barbican brand, values and experience.
- Take an active role in the Development department by contributing to wider team plans. Share information and contribute to improvements in procedures and working practices.
- Help maintain department's shared drive of documents and reference materials.
- Keep abreast of changes in fundraising best practice and related legislation, and ensure compliance with the Fundraising Regulator, HMRC Gift Aid Legislation, VAT, the Data Protection Act, and U.S. IRS gift rules; and contribute to any changes to procedures and working practices, as appropriate.
- To undertake any other duties that may reasonably be requested and are appropriate to the post.
- To implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both oneself and others when carrying out duties.
- To seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the post.



Person Specification

Job Title	Trusts & Grants Manager
Department	Development
Grade & Level	D Level: 2
Trent Position Number	OOBC744

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Proven ability to secure new funds and effectively manage relationships with funders and high-level volunteers. (A, I)
- Experience of developing plans and strategies for engaging potential and existing funders and meeting gift targets. (A, I)
- Excellent written communication skills in order to write persuasive grant applications, reports, plans and strategies. (A)
- Excellent verbal communication skills as well as active listening skills in order to successfully engage funders and potential donors. (A)
- Sound research and analysis skills. (A)
- Good knowledge and understanding of the arts community in the UK and internationally. (A, I)
- Good knowledge and understanding of US legislation concerning fundraising in the grant making sector. (A)
- Good financial management with the ability to manage income and expenditure budgets. (A, I)
- Ability to network effectively and influence opinions internally and externally. (A, I)
- Sound working knowledge of fundraising or customer relationship databases. (A, I)
- Professional demeanour in all interactions and ability to work calmly under pressure. (A, I)
- Excellent team-work skills; ability to motivate others while working collaboratively. (A)
- Ability to demonstrate the highest level of discretion and confidentiality. (A)



- Meticulous attention to detail, exceptional organisational skills and ability to meet agreed deadlines. (A)
- Educated to degree level or equivalent. (A)

Experience Required

- Solid experience in a role successfully developing plans and strategies for Trusts and Grants fundraising - meeting targets and securing four and five figure gifts. (A)
- Experience of working independently on a portfolio of grant makers and managing the cycle of giving from the research stage through to stewardship and reporting. (A, I)
- Previous experience devising and implementing events with the purpose of engaging potential donors and grant-giving organisations. (A, I)
- Demonstrated interest in the cultural/arts sector. (A, I)
- Demonstrable experience of working effectively with senior volunteers including board members and trustees. (A, I)

Other Relevant Information e.g. working hours or desirables (only if applicable)

Typical working hours are 9.00am / 9:30 am – 5.00 / 5:30 pm.

Work will often be required out of normal office hours to attend breakfast meetings, evening events and performances, and occasional weekend events. These are generally planned well in advance.

Some occasional travel outside London may be required for training purposes. Travel abroad is unlikely in the short term.

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £33,390 - £37,800 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

The position is offered on a Permanent basis

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.