

Job Description

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

Background

The Barbican's Vision & Mission

Established in 1982, the Barbican is one of Europe's largest multi-arts venues. We believe in creating space for people and ideas to connect, and we're committed to arts without boundaries. Our three Strategic Aims are:

- **Creative Offer:** To develop a new holistic creative vision and output of the Barbican, led and delivered by our arts and learning programme but also embedded across our commercial work, our partnerships and brand.
- **Civic Purpose:** To redefine our role in society as a cultural destination, through our provision of art, education, space and dialogue around how we work with communities to solve social, environmental and economic challenges.
- **Financial Sustainability:** To develop a new long-term business model which will lead to financial resilience and sustainability across all areas of the organisation.

Situated in the heart of the City of London, the architecturally important Centre comprises the Barbican Art Gallery and the Curve gallery, a Concert hall, two Theatres and three Cinemas, as well as foyers and public spaces.

Over 19/20, we presented 3,835 events across all of our art forms – music, visual arts, film, theatre and dance – featuring 4,310 artists from 58 nations. Our arts and learning programme is inspired by the wealth of local and international talent and perspectives, and we're proud to have welcomed 1,128,000 people to Barbican events and exhibitions, as well as many thousands of additional visitors who attended our free, unticketed events, or who came to enjoy our public spaces such as Level G or the Lakeside. In 2019, we also celebrated Barbican Guildhall Creative Learning's tenth anniversary. Over the past decade, we have supported more than 100,000 people of all ages and backgrounds to develop creative skills for life.



Fundraising at the Barbican

The Development department leads the Barbican's fundraising activities, securing income to sustain and develop our programme of world-class arts and learning.

Income is raised through donations from individuals and family foundations, grants from private and public sources and corporate partnerships. The team works in close collaboration with the trustees of the Barbican Centre Trust, the Barbican Board, Barbican senior management and colleagues across the Centre on fundraising activities.

Trusts, Foundations and Public Funding

The Trusts & Grants team manage a broad portfolio of funding sources, including national and international trusts and foundations, public funders, livery companies and embassies and cultural institutions. Over the coming period we have strong ambitions for growth in this area in line with the ambitions of the organisation as we head towards our 40th anniversary in 2022 and beyond. Following the impact of COVID-19 on both the Barbican's activity and the levels of funding available, our 5-year strategic plan is currently forecasting strong recovery from the pandemic and steady growth with targets of £997k in 21/22 and £1m in 22/23 including Arts Council England. This post will play a crucial role in securing income to support our future plans.

This is a great opportunity to play a valuable role in a high profile, thriving arts organisation and to make a real contribution to the Barbican's growth. The ideal candidate will have previous experience in a fundraising role (not necessarily in the arts), with experience of securing funds from trusts and foundations and a demonstrable understanding of, and interest in, this area of fundraising. They will have excellent writing, communication, research and organisational skills and will be able to build good relationships at all levels of seniority. The role will particularly suit someone who is interested in the arts and be excited by how they can have a transformative impact on people's lives.

Purpose of Post

The Trusts & Grants Officer works closely with the Senior Trusts & Grants Manager to implement fundraising strategy, achieve annual revenue targets and manage the portfolio of trust and public funders.

The post holder will manage their own portfolio of funders and be responsible for grant administration and stewardship. In addition to supporting the Senior Trusts & Grants Manager on major (£six-figure+) proposals, the Trusts & Grants Officer will develop and manage applications for a wide range of arts and learning projects. They will also work with the Senior Trusts & Grants Manager on funder strategies, developing new opportunities through creative research.

Key Relationships

Director of Development; Senior Development Manager; Senior Trusts & Grants Manager; Writer & Research Officer; all members of the Development team; Communications and Finance departments; Directors and staff at all levels in Programming and Creative Learning; Managing Director; Chairman and Board Members; Trustees.

Main Duties & Responsibilities

Fundraising

1. Under the direction of the Senior Trusts & Grants Manager, manage an agreed range of applications to trusts, foundations, livery companies, cultural institutes and embassies for the arts and learning programmes, including:
 - Design, plan and execute funding plans and pipelines for specific projects.
 - Take the lead on preparation of applications, including contacting and meeting with prospects and funders, and writing creative and compelling proposals.
 - Provide stewardship of the highest quality, including managing the timetable for reporting.
2. Support the Senior Trusts & Grants Manager on major grant applications, including:
 - Research, compile and write compelling text and clear budgets.
 - Work with the arts and creative learning teams to identify the most persuasive facts, figures and stories to support applications, including images, quotes, case studies and evidence of need and impact.

Stewardship, Finance and Administration

3. Provide prompt and efficient administration of the trusts and public funding portfolios, including:
 - Process donations and grants promptly and accurately, including completing grant agreements and preparing thank you letters.
 - Accurately maintain paper and electronic records of donations and ensure timely collection of payment instalments.
 - Work with the Finance team to account for payments received, maintaining accurate records of income and expenditure and reconciling financial reports.
4. Provide excellent stewardship of supporters, meeting and exceeding their needs including:
 - Write high quality progress reports, within deadlines set by funders.
 - Act as point of contact for trust and public funders, providing friendly, efficient and professional service and developing good relationships.
 - Ensure all credits for donors are maintained in programmes and marketing materials, on donor boards and on the Barbican's website.
5. Use Development's database, Spektrix, and other records systems to maintain relevant information on supporters and prospects, ensuring records are accurate and up-to-date and adhere to data protection guidelines.

Research

6. Provide creative research about potential and existing funders, to support development of fundraising strategy and pipelines for Barbican projects, including:
 - Build detailed knowledge and understanding of the Barbican's diverse arts and learning programmes, to facilitate identification of the best funding opportunities.
 - Research national and international funders, preparing succinct reports to enable assessment and development of strategies.
 - Proactively maintain awareness of developments in the sector by monitoring opportunities, publications, new trusts and support for other organisations.
7. Build relationships across the Barbican and with stakeholders to facilitate project and funder research, taking a professional approach to communication with staff and contacts at all levels.

Communications

8. Write communications which support the Trusts & Foundations team's efforts including:
 - Compelling information and case studies for the Barbican's website.
 - Occasional short articles for Barbican and City newsletters.
9. Under the direction of the Senior Trusts & Grants Manager, contribute to reports to the Barbican Centre Trust and Board, ensuring accurate and appropriate reporting.

Cultivation

10. Ensure that funder representatives are invited to appropriate shows, pre-show cultivation and events, taking responsibility for ticket booking as required.
11. Working with the Senior Trusts & Grants Manager and members of the Development team, help to deliver events to thank and/or cultivate contacts, including:
 - Prepare guest lists and liaise with colleagues to create invitations and mailings.
 - Prepare briefing notes on guests, greet guests and help with event administration.
 - Assist with event evaluation and follow-up.This occasionally requires evening and weekend work (managed through a Time Off In Lieu policy).

Best Practice Approach and Other Duties

12. Actively seek to promote the Barbican brand, values and experience.
13. Respect confidentiality and ensure administrative processes and best practices in fundraising are consistently applied with regard to prospect and donor research and records, gift agreements, recognition and stewardship.
14. Take part in external networks, such as Trusts & Foundations forums.
15. Actively seek 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 themselves and others when carrying out their duties.
16. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
17. Undertake any other duties that may reasonably be requested, appropriate to the role.

Person Specification

Job Title	Trusts & Grants Officer
Department	Development
Grade & Level	C Level: 2

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

Technical Skills / Professional Qualifications / Education & Training

Essential:

- Demonstrable knowledge and understanding of the fundraising sector and the securing of funds from trusts and foundations. (A, I, T)
- Ability to manage an allocated portfolio of funders. (A, I)
- Ability to develop and progress funding proposals for arts/educational projects. (A, I, T)
- Aptitude for and enjoyment of research, with the demonstrable ability to analyse, absorb, collate and present data from a variety of sources quickly and effectively. (A, I, T)
- Outstanding written communication skills, with the ability to draft funding proposals, progress reports, briefing notes, research findings and content for website clearly and creatively. (A, T)
- Exceptional verbal communication and interpersonal skills, with the ability to communicate professionally, confidently and positively with people at all levels of seniority (internally and externally), face-to-face and over the telephone in order to progress funding applications and facilitate project and funder research. (A, I)
- Excellent customer service skills to meet and exceed donor, trustee and stakeholder expectations. (A, I)
- Demonstrable initiative, taking a proactive, creative approach to seeking out new funding opportunities. (A, I, T)
- Proven organisational and time management skills of the highest standard, including the ability to prioritise effectively, meet deadlines and manage competing tasks. (A, I)
- Ability to adapt style and tone for different audiences and to present complex information succinctly. (A, I, T)
- Able to work calmly and effectively under pressure, responding flexibly and constructively to any challenges that may come up. (A, I)
- Reliable and able to work self-sufficiently, whilst open to improving effectiveness under supervision. (A, I)
- Proven ability to work well as part of a team, taking a collaborative approach. (A, I)

- Meticulous attention to detail, with well-developed editing and proofreading skills. (A, T)
- Excellent numerical skills, including confidence with budgets and spreadsheets. (A, T)
- Excellent IT skills, including Microsoft Office (Word, Excel, PowerPoint, Publisher) and the ability to use databases. (A, T)

Desirable:

- Memberships, training and networks in the arts and fundraising. (A, I)
- High-level competence with Spektrix database. (A)

Experience Required

Essential:

- Previous experience (2 years+) in a Development (fundraising) role to include writing funding proposals. (A, I)
- Working knowledge of the trust fundraising environment. (A, I, T)
- Experience of building and maintaining successful relationships with funders. (A, I)
- Experience in delivering high quality grant administration and stewardship. (A, I)
- Experience in carrying out creative funder research. (A, I, T)
- Experience of building relationships with colleagues of all levels of seniority, including at the most senior level in order to progress fund applications. (A, I)
- Proven ability to handle sensitive and confidential information with tact and discretion and within the confines of relevant legislation and internal procedures. (A, I)
- Experience of working in a busy administrative role, managing competing tasks. (A, I)

Desirable:

- Experience of working on applications for major (£six-figure+) grants. (A, I)
- Strong interest in the arts and a commitment to arts education and its social impact. (A, I)
- Demonstrable success in fundraising. (A, I)
- Experience of working with trustees or Board members (A, I)
- Appreciation of the Barbican and City of London's positioning within London, and within the wider cultural and corporate landscape. (A, I)

Other Relevant Information e.g. working hours or desirables:

Occasionally work is required out of normal office hours to attend events, breakfast meetings, performances and private views.

Recruitment – Note to Applicants

The qualifications, experience and technical skills 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 the criterion marked as (A) on your application form in 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 £30,080 - £33,830 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 10 am – 6 pm, being 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 24 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.