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May 2017

Dear Applicant

Thank you for your enquiry about the position of Head of Development at Square Chapel Arts Centre. I enclose some background information about Square Chapel, a Job Description and Person Specification. I would also be grateful if you would complete the enclosed

equal opportunities form, and return it with your application.

Within this job pack, I trust you will find all the information you need about this role. There is no application form as such, so in order to apply, we would like you to send your C.V., along with a letter of application, addressing how you meet the essential and desirable criteria on the Person Specification and explaining why you feel you would be able to undertake the key tasks on the

Job Description. Please note, that a Curriculum Vitae arriving without a letter of application will

not be considered.

Square Chapel is a dynamic and forward-thinking organisation, on the brink of completing an extensive – and stunning - capital programme, which will make us one of the largest cultural providers in Calderdale (please see our website for more about Cornerstone). This is a brand-new role and we are looking for someone who is resourceful and creative, and who could lead the way in generating and maintaining successful income streams and partnerships for Square Chapel. If you are successful, you will join a friendly team, and be part of an environment which is challenging and rewarding.

Please read through the enclosed information carefully, and if you feel you meet the essential criteria and are up for a challenge, then please do apply. Please return your completed

application, marked **Private & Confidential** to me at [linda@squarechapel.co.uk](mailto:linda@squarechapel.co.uk)

**The closing date for completed applications is: 9am, Wednesday, 7 June 2017.**  Interviews will be held within the next couple of weeks at Square Chapel. Although we do try and respond to all applicants, if you do not hear from us within 2 weeks of the closing date, you can assume that you have been unsuccessful on this occasion.

Good luck with your application!

Yours faithfully

**Linda Franklin**

Linda Franklin

Head: People

**Square Chapel Trust**

***General Information for Candidates***

Square Chapel is a Grade II\* listed building in the centre of Halifax which has been saved and restored by Square Chapel Trust. The Trustees are a group of local people with the vision of developing the building as a Centre for the Arts. During the early part of the 1990’s, numerous trusts, foundations and public income sources ensured that Square Chapel, the last Square Church in Britain, was saved and kept open as an Arts Centre for the benefit of the public.

Fast forward to today and Square Chapel Arts Centre is a busy and vibrant organisation, with a packed programme of arts events ranging from music, theatre, dance, comedy to family events, film, workshops and talks. Recent years have focused on fundraising and working to realise a dream to extend on the existing red chapel and build a new, completely modern space with first class facilities for all our patrons and visitors.

We are now approaching the full completion of its exciting new capital project. It will open in summer 2017 with a second performance space and cinema, a spacious atrium and new café/bar, as well as sufficient and comfortable facilities for everyone who visits us.

Alongside Square Chapel’s staff team we have over 70 volunteers who assist in the running of the centre by lending their energy and support to make sure that events and activities run smoothly and successfully, and our artists and audiences enjoy their visit. Some of our volunteers have been here since the early days and new volunteers are welcomed. Volunteering with us is a fun and fulfilling experience.

There is a huge amount of pride in what the Board of Trustees, the staff team, Friends and Volunteers have achieved over the years. We look forward to welcoming new art, artists and audiences as we move into our new building, alongside further regeneration in the immediate vicinity: Piece Hall, Central Library and Calderdale Industrial Museum.

**Orange Box young people’s centre**

Orange Box is a new, state of the art centre for young people, opened just over a year ago in the heart of Halifax. The centre is owned and managed by Square Chapel Trust with significant support from the Local Authority. It has been designed by young people, for young people; with facilities including: climbing wall, skate-park, recording studios, dedicated art room, rehearsal spaces and roof-top allotment alongside counselling and support services.

Orange Box aims to expand young people’s imagination about what is possible so that their ideas, ambitions, and sense of self-belief become bigger, brighter and bolder. It has a particular focus for using the arts as a tool to achieve these aims. The Orange Box team supports young people to access activities, events, and services on offer in the centre, and will work together to enable young people to direct the future development of Orange Box as their own facility.

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**Square Chapel Arts Centre**

**Job Description - Head: Development**

**Job title: Head: Development**

**Duration of Post: Permanent, subject to the successful completion of a**

**6 month probationary period and review**

**Salary: £35,000 per annum**

**Hours: 37.5 hours per week**

**Responsible to: Director and Board of Trustees**

**Responsible for: Finance Manager, Development Assistant and Finance Assistants**

**Main purpose of the post:**

The Head of Development’s remit is to provide leadership and direction to both Finance and Development departments, and to ensure that Square Chapel is meeting its fundraising targets and reporting requirements, and also to ensure robust and efficient financial processes and systems are maintained.

**Management of Finance & Development Teams**

To provide direct line management to finance and development department managers as required.

To ensure that department staff have the necessary support and resources to undertake their roles, paying due regard to Health and Safety and compliance with Square Chapel’s policies and procedures including Equal Opportunities.

To take responsibility for all management issues including recruitment, staff development, objective setting and performance management, with the support and assistance of the Head of People.

**Development: Relationships and Fundraising**

To lead on and develop Square Chapel’s fundraising strategy to maximise income from public and private sources.

To oversee and advise on the establishment and success of a coherent giving offer at Square Chapel.

To ensure that Square Chapel’s existing giving schemes: Memberships, Corporate & Individual Giving, are reviewed and developed, and that new schemes are established where appropriate.

To oversee the development of and maintain a broad and effective range of relationships with the Corporate sector, Trusts and Foundations, partners and sponsors, individual donors and any other agencies.

To research, draft and write applications for funding from a range of sources.

To ensure funding applications are submitted in a timely manner and to a high professional level, including any monitoring and evaluation reporting.

Oversee the management of all Development events, working closely with the Development Team.

To ensure effective mechanisms for monitoring and evaluating development activity.

To ensure all the necessary policies, procedures and systems for successful fundraising are in place and kept regularly up to date.

Stay abreast of significant developments in related fields and ensure this knowledge is disseminated as appropriate.

To liaise with the Director and the Board of Trustees in relation to fundraising opportunities and to discuss creative ideas for new income generation initiatives.

**Development: Existing Programme and Operations**

To support the work of Square Chapel’s current programmes in relation to Arts Programming, Education and Outreach and Film, from a developmental perspective.

To support Square Chapel’s Volunteering infrastructure, researching funding opportunities and models for volunteering at a strategic level.

To support Square Chapel’s catering offer, in terms of the café/bar’s potential from a sponsor or partner perspective.

**Development: Talent Development and Producing**

To work with the Director and internal partners to maintain and embed an infastructure which supports new work and artist development.

To assist and support the production of new work for Square Chapel’s programme.

To encourage talent development and find opportunities for emerging artists, writers, companies and creatives to develop their work and ideas with Square Chapel’s support.

To attend performances of new work and keep up to date with what’s going on in new writing/theatre etc.

To work towards wider recognition by local, regional, national and international artists and organisations for Square Chapel to be known as a place where talent is nurtured.

**Finance: Tasks and Responsibilities**

To ensure that the Finance and Development teams work effectively together, encouraging professional communication and understanding of projects and plans.

To strategically oversee the running of the finance department for efficiency, maintaining up to date systems and processes.

Supporting the Finance Manager in relation to the presentation and delivery of financial reports and forecasting advice to Square Chapel’s Director and Board of Trustees and the Senior Management Team.

To liaise with the Director in relation to short and long financial plans and to strategic objectives.

To attend, and in some cases chair, key decision-making meetings.

**Other**

Square Chapel operates an organisational structure which empowers all staff to be involved in venue and creative projects relevant to the sector in which we work. All members of the Senior Management Team will be expected to lead teams from across the organisation, and encourage and support opportunities for staff to experience and participate in the arts.

**Terms and Conditions of Employment**

* There will be a six-month probationary period with a review with the Director and another member of the Senior Management Team.
* Subject to the satisfactory completion of the probationary period the post will be confirmed
* Holiday entitlement is 25 working days per annum + Public Holidays. This increases to 30 days plus Pulbic Holidays after 5 years’ service.
* Sick pay is paid up to a maximum of 30 working days per year (April 1st – March 31st) at full pay, followed by 30 days at half pay, applicable (subject to individual circumstances) when the probationary period is successfully confirmed.
* Salary will be paid directly into your bank on 15th of the month at the latest.
* Square Chapel sometimes requires flexible working patterns including occasional evening and weekend work. No overtime will be paid but Time Off In Lieu can be taken with the agreement of your line manager.

**Square Chapel Arts Centre**

**Head of Development: Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | **Educated to Degree Level or equivalent** | **Relevant Fundraising courses or leadership/management qualifications** | **Application** |
| **Experience/Specialist Knowledge** | **Experience of working in a senior role which involves fundraising, bid writing and other income generating initiatives.** | **Experience of contributing to strategic and business planning in a similar organisation or charity.** | **Application/Interview** |
|  | **Experience of raising funds through individual giving, corporate sponsorship, trusts and foundations or through public sector funding.** | **Knowledge & understanding of the Grant and contract funding environment for third sector organisations.** | **Application/Interview** |
|  | **Budget development and cashflow forecasting for programme/project based activities.** | **Knowledge & understanding of the environment for Arts organisations in the UK.** | **Application/Interview** |
|  | **Experience of project management, with the ability to work simultaneously on several different projects.** | **Working knowledge of Data Protection and/or Health & Safety in relation to managing staff.** | **Application/Interview** |
|  | **Experience of successfully communicating with potential funders and partners to form relationships.** | **An understanding of Gift Aid and other relevant areas of charity business.** | **Application/Interview** |
|  |  | **Experience of working with VAT and other relevant areas of charity accounting.** | **Application/Interview** |
|  |  | **Experience of using Spektrix or similar fundraising software to cultivate giving.** |  |
| **Skills** | **Confident communication skills and the ability to engage with a wide range of people and organisations.** |  | **Interview** |
|  | **Excellent customer service skills, able to build positive, productive relationships with a wide range of people.** |  | **Interview** |
|  | **Ability to plan and prioritise work to meet crucial deadlines.** |  | **Interview** |
|  | **Excellent IT skills, including advanced MS Excel skills.** |  | **Interview** |
|  | **Ability to research, analyse and assess financial risks and to provide options and recommendations. Ability to work independently and deliver detailed pieces of work within a timeframe.** |  | **Interview** |
|  | **Ability to present complex financial information clearly and unambiguously to non-finance people.** |  | **Interview** |
|  | **Ability to understand financial controls and systems.** |  | **Interview** |
|  | **Excellent report writing skills.** |  | **Application/Interview** |
| **Personal Qualities** | **An active interest in the arts, and in new work and emerging artists.** |  | **Interview** |
|  | **Proactive about equal opportunities.** |  | **Interview** |
|  | **Empathetic and supportive. Flexible enthusiastic ‘can-do’ approach.** |  | **Interview** |
|  | **Personable, friendly and confident.** |  | **Interview** |

# **Equal Opportunities Monitoring Form**

Square Chapel Centre for the Arts is committed to promoting equality of opportunity in its employment practices. Square Chapel aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital status, sex, sexual orientation, age, disability or religious beliefs.

In order to monitor our policy and to assist its development, we would be grateful if you would complete this form and return it with your application. Completion of the form is voluntary. Returned forms will be separated from job applications and used solely for monitoring purposes.

The information collected will be treated in the strictest confidence and will be used only for the purpose of furthering and improving Square Chapel’s equal opportunities policy.

**Post applied for:**

**Gender:**

* **Male**
* **Female**

**Age:**

* **18-25**
* **25-34**
* **35-44**
* **45-54**
* **55-64**
* **65+**

**Ethnic origin:**

## White British

* **English**
* **Irish**
* **Welsh**
* **Scottish**
* **Any other white background. Please state.**

**Asian or Asian British**

* **Asian Bangladeshi**
* **Asian Indian**
* **Asian Pakistani**
* **Any other Asian background. Please state.**

**Black or Black British**

* **Black African**
* **Black Caribbean**
* **Any other Black background. Please state.**

**Chinese or other ethnic group**

* **Chinese**
* **Any other. Please state.**

## Dual heritage

* **Dual Asian and White**
* **Dual Black African and White**
* **Dual Black Caribbean and White**
* **Dual Chinese and White**
* **Any other dual heritage background. Please state.**
* **Any other background. Please state.**

**Definition of Disability under the Equality Act 2010**

You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.

Substantial is more than minor or trivial. For example, it takes much longer than it usually would to complete a daily task like getting dressed.

Long-term means 12 months or more. For example, a breathing condition that develops as a result of a lung infection.

**Do you consider yourself to have a disability?**

* **YES**
* **NO**

**If yes please state the nature of the disability.**

**Do you consider yourself to have a hidden disability?**

* **YES**
* **NO**

**If yes please state the nature of the disability.**

**Please tell us where you saw this post advertised:**

**THANK YOU FOR COMPLETING THIS FORM**