



Welcome, and thanks so much for your interest!

We're excited to be recruiting for the role of **Development Officer**.

We believe our organisation is most successful when made up of a team with a diversity of backgrounds, experiences, and ideas. Therefore, we are especially keen to hear from candidates who are deaf, neurodiverse and Disabled, and/or are Black or from the global majority.

This pack is designed to give you all the information you need, but if there's anything that you're unsure of, please don't hesitate to contact The Yard's Finance and HR Manager, Susie. You can do this either by email at susie@theyardtheatre.co.uk or by phone on 07391 030 934 weekdays between 10am and 6pm, and she will be happy to talk anything through with you.

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ABOUT THE YARD

On our stage we produce a wide range of highly-acclaimed shows, including the fierce coming of age fencing battle, *Athena*. We also recently co-produced the hit *SAMSKARA*, an explosive fusion of physical theatre, hip-hop dance and text. It sees four generations of black men trying to understand themselves in a world which tells them they have to be strong.

In our bar we work with some of London's most exciting collectives, promoters and artists to host and create performances, events and club nights, creating shared experiences until the early hours. Hosting parties such as *Inferno*, *Pride of Arabia*, *Misery*, *Beauty & The Beat*, and both regular and one-off events, our programme reflects the best of London's nightlife. Plus our latest **Night Drafts** programme is supporting promoters, musicians, artists, producers to start their own night time events at The Yard, to reach new audiences and build more resilient careers in nightlife.

In our community centres we host and support a programme of events and activities for local residents, including running a food bank, after-school art clubs and accessible priced yoga. Plus every week we support 100 young people aged 4-19 to create extraordinary theatre in our free Yard Young Artists programme.

We identify and support artists who have a voice we haven't heard before. We've launched the careers of a number of artists who have gone on to be a major influence in wider culture, from dance company Project O (*Voodoo*, Sadler's Wells), to writer/performer Michaela Coel (*I May Destroy You*), to writer/director Alex Zeldin (*Love*, National Theatre).

In the next few years at The Yard we will build and move into a permanent new home in Queens Yard, Hackney Wick, with a larger capacity and the space to bring our programme together under one roof, with new facilities to better support artists and welcome audiences.

COMMITMENT TO ANTI-RACISM

The Yard is doing ongoing work related to anti-racism, to make our organisation better for our artists, employees and audiences who experience racism. For more information about this, please see our latest public update [here](#). If you would like to hear more about the Yard's work on anti-racism in advance of applying for this role, we can set up a conversation with Sam Hansford, our Executive Director. To do so, please contact recruitment@theyardtheatre.co.uk and mark it for his attention.

ACCESSIBILITY

We are Disability Confident Committed, and are striving to remove disabling barriers across our organisation. Huge thanks to Real, the Disabled People's Organisation in Tower Hamlets, who are helping us.

Our staff have working space at our two community centres, Hub67 (E9 5HA) where the nearest station is Hackney Wick, and the Hall (E9 5EN) where the nearest station is Stratford International. Both stations have step free access, as do local buses. Hub67 is fully wheelchair accessible and also has a car parking space available at the front of it. The Hall has step free access.

We want you to have every opportunity to shine in our recruitment process, so please let us know if you have Disability access requirements, or if there is anything that we can do to make sure that it's a process that works for you. We are open to making reasonable adjustments, for example providing this pack in other formats, providing support to complete an application, and supporting Access to Work applications. Just contact Susie, our Finance and HR Manager by email at susie@theyardtheatre.co.uk or by phone on 07391 030 934, weekdays between 10am and 6pm.

Disabled People can also opt into our guaranteed interview scheme in the application form. With this, we guarantee an interview to up to five Disabled candidates who score the highest against our Person Specification.

PERSON SPECIFICATION

We have divided our Person Specification into 'Essential' and 'Desirable' criteria. The 'Essential' section is our main focus for shortlisting and is the minimum criteria we use to assess those eligible for our Guaranteed Interview Scheme.

If the statements in the 'Essential' section describe you, then we'd love to hear from you.

Essential

- I have experience generating income from trusts and foundations, individuals, businesses or statutory bodies (Arts Council England, local councils).
- I can draft funding proposals, reports and prepare budgets.
- I am confident in my ability to grow and retain a community of supporters through engaging campaigns.
- I am confident in using Microsoft Office and/or Google Office Suite.
- I have excellent interpersonal skills, and strong communication skills.
- I'm well organised and can work independently and prioritise my own workload.
- I am committed to supporting the Yard's ongoing work in anti-racism, accessibility, and climate sustainability.

Desirable

- I have knowledge and interest in The Yard's work and/or an interest in theatre, nightlife, participatory programmes and the arts.
- I am confident using databases and email mailout systems.
- Experience in developing business funding relationships.
- I have experience creating graphics, audio, video (whether professional or in personal life).
- Experience using Spektrix box office software.

ROLE OUTLINE

We are looking for an enthusiastic Development Officer to join our growing fundraising team. You'll be helping The Yard to make exciting new theatre and create important opportunities for artists, young people and local residents by reaching our growing financial targets, as we work towards building a new theatre.

Job Details

Responsible to: Development Manager.

Key relationships: Development Manager, Head of Development, Communications Officer, Local Producer, Local Coordinator, Theatre Producer.

Salary: £24-25k, depending on experience.

Employment Period: Permanent, full-time.

Hours: Monday to Friday, 10am – 6pm. Some evening and weekend work will be required to attend performances and events and to manage press nights. Any work outside of contracted hours will be agreed with you in advance, and The Yard offers a Time Off In Lieu Policy.

Annual Leave: 20 days per annum, increasing to 25 days after 12 months of service, plus public holidays.

Probationary Period: 6 months.

Start Date: ASAP.

Benefits

- Training and development opportunities, including internal coaching, formal training courses and events, and support to develop mentoring relationships outside of The Yard.
- Pension: as part of auto-enrolment you may be eligible for The People's Pension.
- Complimentary ticket for all performances.
- Discounted meals and drinks from The Yard bar.
- Bike loan/travelcard loan scheme available after probation.

KEY RESPONSIBILITIES

Trusts, Foundations and Statutory Funders

- Write and submit proposals and reports for grants worth up to £10,000, working with support from the wider team.
- Support the development of larger proposals, budgets and reports to trusts, foundations and statutory bodies, helping the producing team to ensure reporting data is gathered.
- Produce detailed research briefs on trusts & foundation prospects, including due diligence research to ensure they meet our ethical fundraising criteria.
- Keep funders informed and invested in our work through engaging updates.

Data management and administration

- Support the Development team and other Yard staff by preparing briefing notes for events and taking meeting minutes where appropriate.
- Produce detailed and accurate grant / funding summaries that keep producers aware of funding conditions and objectives.
- Ensure our grant management spreadsheet includes key reporting deadlines, grant terms and amounts, and is up to date
- Keep appropriate records of supporter communications using Spektrix's Opportunities Module, in compliance with the latest policies in data protection.
- Create and submit regular Gift Aid claims to HMRC.

Individual Campaigns and Friends Scheme

- Contribute to a strategy that grows the number of Friends of The Yard and builds an engaged community of supporters.
- Develop and produce regular content and events that recruit and retain Friends of The Yard.
- Use Spektrix box office and DotMailer's email marketing systems to identify potential supporters and analyse the effectiveness of communications.
- Be a lead point of contact in supporter communications over phone, post, email and face to face.

- Maintain an understanding of donor motivations, the opportunities and threats to philanthropic giving, and best practice in supporter cultivation and stewardship in the arts.
- Work with the Communications team to ensure our marketing and social media channels promote Friends of The Yard, and supporters are credited according to their wishes.
- Support research and implementation of methods of donating to our work (QR codes, text giving, etc.).

Local business relationships

- Contribute to a strategy that grows the number of local businesses who support The Yard's work.
- Produce detailed and accurate research briefs on corporate prospects, including due diligence research to ensure they meet our ethical fundraising criteria.
- Keep funders informed and invested in our work through engaging updates.

General

- Maintain a detailed understanding of The Yard's work and impact so you can communicate it confidently.
- Attend sharings, Previews, Press and Supporter Nights and other events as required.
- Take part in professional development and networking opportunities.
- Work in accordance with our policies.

THE APPLICATION PROCESS

To apply

Please fill in this Google application [form](#). In the form, you will be asked to;

1. Tell us in no more than 500 words, or 3 minutes of audio/video, how you meet the criteria in the Person Specification. Note that your experiences do not have to exclusively come from a work context.

2. Let us know if you would like to be part of our Guaranteed Interview Scheme for Disabled People.
3. Let us know if you need access support during the application process.
4. Let us know if there are other barriers you might face during the application process.

Applications must be received no later than **12pm, Monday 6th December 2021.**

The Selection Process

- At least two people will read every application. It will be scored against the Person Specification criteria listed in the above section, with a focus on the essential criteria.
- The readers of the applications will then meet to decide who to invite to interview, based on the scores.
- As outlined in our Access section, we guarantee an interview to up to five Disabled candidates who score the highest against the essential criteria in the Person Specification.

The Interview Process

- We will invite shortlisted applicants to complete a short writing task and bring it with them to the interview. We expect the interview to take place at the end of the week commencing **13th December 2021.**
- We will provide the questions to you at least 24 hours before your interview.
- The panel is happy to interview either in person, or online.
- If you would like to join us for an interview online, we are happy for you to have your camera on or off.
- The panel of the interview will not be all-white, and we will confirm the names of the interviewers and their roles at The Yard in advance.
- The panel will have a maximum of three members on it. One of these people will be a designated note-taker, so the team can accurately reflect on interview answers when deciding who to hire.