

Lyric

HEAD OF TRUSTS & FOUNDATIONS



Cinderella. By Jude Christian.
Directed by Tinuke Craig.



A Doll's House. By Tanika Gupta. Directed by Rachel O'Riordan



Rehearsal of *Britannicus* by Jean Racine. Directed by Atri Banerjee

ABOUT THIS ROLE

The Head of Trusts & Foundation will be responsible for cultivating, soliciting, managing and growing income generated from Trusts & Foundations for the Lyric Hammersmith Theatre. The Development Team (Development Director, Development Assistant and this role) collaborate with all Lyric departments to raise £800,000, of which over £300,000 is generated through Trusts & Foundations.

Working with the Development Director, you will develop and implement strategies to balance the relationship management of our much-valued existing portfolio of funders and the recruitment of new ones to maintain and grow income.

As Head of Trusts & Foundations you play a pivotal part in the overall success of the Lyric for theatremakers, young people and our West London community. This role will suit you if you want to work within a friendly, hard-working, energetic team right in the heart of Hammersmith (great transport links, shops (IKEA just opened) and loads of cafes to enjoy)
Come and join us!

MISSION STATEMENT

We are the Lyric Hammersmith Theatre. We are the civic and creative heart of West London. We believe that everyone deserves to experience the life changing impact of theatre.

In our big, beautiful theatre, we tell stories that matter and work with exceptional talent to make ambitious, entertaining, inspiring shows for our audience in West London and beyond.

We remove barriers to engagement and ensure young people have the opportunity to discover the power of their creativity, shaping the future of British theatre.

We are inclusive, forward looking and unafraid of change – we are proud of our history and ambitious for our future.

HOW TO APPLY

To apply for the post, please:

- Complete an **application form** in type or black ink. Use the Supporting Information section on the form to explain why you are interested in this role and how your experience and skills match the person specification.
- Return the **application form** and **equal opportunities monitoring form** by email to jobs@lyric.co.uk.
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10am on Monday 27th June 2022**. It is intended that initial interviews will take place week of **4th of July**

If you would like to submit your application form in another format or require this information pack in a different font or format, we would be happy to accommodate this. **Please do get in touch with Meghana Shah, Administration Manager or Beverley Dash, HR Business Partner** if you have any questions about this role or your application or what to chat about it in any way. You can find out more about our work on our website www.lyric.co.uk and if you are invited for an interview you will be offered a complimentary tickets to a performance.

You can contact Meghana or Beverley on 020 8741 6822 option 2 or jobs@lyric.co.uk.

We look forward to receiving your application.

JOB DESCRIPTION FOR THE POST OF HEAD OF TRUSTS & FOUNDATIONS

RESPONSIBLE TO:	Development Director
CONTRACT:	Full-time, permanent role
SALARY:	£35,000 per annum
HOURS:	Core hours are 10am-6pm, Monday to Friday. We currently operate a working from home policy. The post-holder may be expected to do some evening and weekend work to fulfil the requirements of the role and theatre Hybrid working possible
HOLIDAY:	22 days per annum plus public holidays, with an additional day added for each year of service, up to a maximum of 27 days excluding bank holidays
PENSION:	Lyric pay a 3% pension contribution after 6 months
PROBATIONARY PERIOD:	6 months

BENEFITS INCLUDE:

Season ticket loans, Cycle to Work Scheme, Employee Assistance Programme, Staff Ticket Scheme including complimentary and discounted theatre tickets, and staff catering discounts

APPOINTMENTS

All appointments are made subject to satisfactory references, proof of eligibility to work in the UK and are subject to an enhanced or standard Disclosure and Barring Service (DBS) disclosure.

KEY RESPONSIBILITIES

- Develop and lead on the delivery of a fundraising strategy for Trusts & Foundations to achieve the yearly income target
- Steward existing relationships with Trusts & Foundations through excellent communication, report writing and invitations for Trust representatives to Lyric shows and events
- Identify funding opportunities with the Lyric's artistic and Young Lyric programmes in collaboration with the wider Lyric team
- Research, cultivate and solicit new relationships with Trusts & Foundations to generate support for Lyric's current and future programmes
- Manage the monitoring, evaluation and reporting on projects funded by Trusts & Foundations
- Ensure all Trusts & Foundations information is logged on the Lyric's CRM (Spektrix), processed with the Finance Team and credited appropriately
- Be the organisational expert on Trusts & Foundations, actively researching news, initiatives and trends within the charitable and arts sectors

OTHER DUTIES

- Support the Development Team's generation of all income streams – corporate, individuals and public – eg. helping and attending fundraising events relevant to the overall fundraising aims and objectives
- Take on other relevant management tasks and responsibilities as requested by the Development Director, including working on and taking responsibility for specific projects
- To represent the Lyric at external events as required

GENERAL DUTIES

- Regularly attend Lyric Hammersmith Theatre shows and other events, including press nights
 - Attend internal and external meetings as required
 - Adhere to the Lyric's Equality Policy, Diversity Action Plan and any other policies or plans the Lyric may introduce in the future, and to play an active and positive role in our anti-racism work
 - Work at all times in accordance with the Lyric's Green Policy and to proactively develop and encourage environmentally sustainable practice
 - Take an active role in your continuing professional development, identifying relevant training and professional development opportunities
 - Act in the best interests of the Lyric Hammersmith Theatre at all time
- This job description is a guide to the nature of the work required of this role. It is not wholly comprehensive or restrictive and may be reviewed as required.

PERSON SPECIFICATION

Essential skills and experience

- Proven track record of successful Trusts & Foundations fundraising
- First-class written and verbal communication skills
- Excellent numeracy and budgeting skills
- High attention to detail and accuracy with the ability to proofread
- Excellent organisational skills, ability to prioritise and work to tight deadlines
- IT literate and a high level of Microsoft Office knowledge
- Ability to act on own initiative
- Excellent team working skills
- Passionate about the Lyric's mission.

Desirable skills and experience

- Proficiency in maintaining a fundraising database
- Existing relationships with Trusts & Foundations funders
- Experience of fundraising in arts and/or theatre organisation

EQUALITY, DIVERSITY & SAFEGAURDING

The Lyric values and promotes diversity and is committed to equality and opportunity for all. We are working actively to be an anti-racist organisation. Everyone who works with us is required to comply with and actively promote our Equality Policy, and no job applicant or member of our workforce will receive less favourable treatment on the grounds of age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, sexual orientation, class or socio- economic background, trade union activity or political activity or opinion.

The Lyric Hammersmith Theatre has made a commitment that all applicants with disabilities who meet the essential criteria for this job will be invited to interview.

We may use positive action, in cases where candidates are equally qualified, to increase the employment of under-represented groups at the Lyric.

The Lyric Hammersmith Theatre is proud to be a Disability Confident Committed Employer and an official Partner of Parents in Performing Arts (PiPA).

The Lyric works closely with young people, therefore all employees and workers are expected to comply with our Safeguarding Policy as a result an enhanced or standard DBS check will be required.

