



HEAD OF TRUSTS & FOUNDATIONS



School Girls; Or the African Mean Girls Play
Photo by Manuel Harlan



Accidental Death of An Anarchist
Photo by Helen Murray



Iphigenia in Splott
Photo by Jennifer McCord

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. A local theatre with a national impact.

LYRIC VALUES

Work with integrity and respect

We support each other with kindness, openness and integrity. Together we celebrate our achievements and work collaboratively through our challenges.

Every day we learn and grow

We continue to ask questions, seek answers and share our learning with each other for the benefit of the Lyric.

Be ambitious and action-focused

We believe in excellence; we have a can do attitude, go the extra mile and ensure our ideas become actions.

Serve our West London community

We are here for the people of West London, every decision we make and action we take should benefit our community.

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** by email to jobs@lyric.co.uk and complete an **online equal opportunities monitoring form**: <https://lyric.co.uk/equal-opportunities-form/>
- Do not submit CVs, as these are not accepted.

The deadline for receipt of completed applications is **10am on Tuesday 02 April 2024**

First interviews will be held on **Friday 5th April 2024** and second interviews will be held on **Wednesday 10th April 2024**

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 contact the Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk to discuss a suitable alternative.

DESCRIPTION FOR THE POST OF HEAD OF TRUSTS & FOUNDATIONS

Responsible to:	Director of Development
Contract:	Part Time, Permanent role (0.8 FTE, equivalent to 4 days per week)
Salary:	£39,200 per annum (pro rata)
Hours/Days:	<p>The majority of the post-holder's hours are expected to be worked between 9am and 7pm Monday to Friday. Due to the nature of the Lyric's work the post-holder may be required to do some evening and weekend work to fulfil the requirements of the role.</p> <p>The Lyric has a House Agreement that details our approach to working hours for all staff.</p>
House Agreement Type:	Office Agreement
Holiday:	30 days per annum(pro rata) , including Bank Holidays with an additional day added for each year of service up to a maximum of 35 days
Notice period:	Three months
Probationary period:	Six months
Pension:	3% pension contribution after qualifying period

Other benefits include:

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

MAIN PURPOSE OF POSITION

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 £400,000 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 downstairs!) and cafes).

Come and join us!

PRINCIPAL DUTIES

- 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 and capital 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 projects including press nights, Young Lyric and development events.
- Attending internal and external meetings as required.
- To adhere to the Lyric's Equality, Diversity and Inclusion Policy, Anti-Racism Strategy, Health & Safety Policy and any other policies or plans the Lyric may introduce in the future.
- Work at all times in accordance with the Lyric's Environmental Sustainability and Action Plan and proactively develop and encourage environmentally sustainable practice.
- To take an active role in your continuing professional development, identifying relevant training and professional development opportunities
- To act always in the best interests of the Lyric Hammersmith Theatre
- To undertake any other duties as agreed with the Director of Development as is appropriate to the post

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 Criteria

- Proven track record of successful Trusts & Foundations fundraising
- First-class written and verbal communication skills
- Evidence of cultivation and stewardship experience
- 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 objectives of the Lyric

Desirable Criteria

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

EQUALITY & DIVERSITY

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, Diversity and Inclusion 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 supports parents and carers working in theatre.

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.

LYRIC CONTACT DETAILS

If you have any questions about this role, you can contact the Lyric's Administration & HR Team on 020 8741 6822 option 2 or jobs@lyric.co.uk.

We look forward to receiving your application.