

Fundraiser Recruitment Pack

Thank you for your interest in this position. In this pack you will find:-

- How to apply
- Company information
- Job description
- Person Specification
- Equal Opportunities Policy (Attached)
- Equal Opportunities Monitoring Form (Attached)

How to apply

Please email your CV and cover letter outlining why you are suitable for this position to Jessica Chalmers, General Manager, jessica@strangetown.org.uk by the deadline below.

If you would like to discuss your application informally please also email the address above.

Please also include:

- the names and email addresses of two referees.
- a completed Equal Opportunities Monitoring Form (optional).

Application deadline: 5pm Tuesday 6th February 2024

Interviews: w/c 12th February 2024 (please let us know if there are any dates/times during this week you are not available)

Anticipated outcome: by Friday 23rd February 2024, start date to be agreed

Strange Town Company Information

Mission

Established in 2008, Strange Town is a company that uses theatre and the arts as a creative catalyst to nurture talent and increase access to opportunities in the arts for children and young people based in Edinburgh

Activity

We create work of the highest quality and provide training and mentoring, whether as part of a pathway into the arts as a career or to improve life skills through our various projects-

- Youth Theatre(s) open to children and young people aged 5-18 years offering skills and performance groups
- Young Company for young actors aged 18-25 years offering skills and performance opportunities
- Touring Company- taking issue based plays round Edinburgh Secondary Schools
- Holiday Performance Projects for 8-18 year olds in Easter and Summer
- Actors Agency providing professional acting opportunities

- Employment and volunteering opportunities for students and early career professionals

Aims

Strange Town will...

1. Create exciting, high quality participatory theatre for and with children and young people, commissioning new plays that capture the imagination of audiences of all ages.
2. Ensure an inclusive environment where everyone we work with is supported and enabled to engage and participate.
3. Provide children and young people with facilities, training, education and mentoring to learn, make progress and reach their potential.
4. Nurture the next generation of arts professionals by providing pathways into arts careers, including offering employment opportunities to early career artists.
5. Advance and promote the importance and value of the arts for children and young people, supporting the development of their skills for life and work.

Job Description

Job Title: Fundraiser

Reporting to: General Manager

Terms of employment: Freelance contract for 6 months initially with aim to extend if funding allows

Salary: £250/day (negotiable dependant on experience)

Hours of work: 2 days per week *

Location: Out of the Blue, 36 Dalmeny St, Edinburgh EH6 8RG/ work from home hybrid *

* to support flexibility and in recognition that the work load may ebb and flow we are open to discussions with the right candidate to agree a working pattern that suits both the candidate and the organisation in terms of hours worked and location

Notice period: 1 month

References: Appointment to the post will be conditional upon receipt of satisfactory references, please provide contact details for 2 referees in your application.

Purpose of the job: Strange Town is seeking to appoint a Fundraiser who will have overall responsibility for trusts, foundations and grant fundraising for Strange Town's core costs as well as for specific projects including youth theatre, young company and touring company.

Key tasks and responsibilities

- Research to identify prospective funders to support Strange Town's programme of work
- Maintain awareness of upcoming projects and strategic aims to proactively identify funding opportunities
- Maintain good relationships with existing funders
- Write and submit funding applications
- Update Strange Town's Case for Support
- Work with General Manager to produce funding reports on existing grants
- Work with General Manager to manage project evaluations

Person Specification

Experience

You will have a successful track record of securing funding from trusts, foundations and funding bodies for arts and/or third sector organisations. You will have a familiarity with budgets and an excellent

knowledge of the funding landscape in Scotland relating to creativity, performing arts and community, particularly for young people, their participation and development.

Essential Skills

- Ability to write persuasive, creative and engaging copy and the ability to write for different types of funders.
- Excellent organisational skills and ability to manage a timeline of applications, reporting and a pipeline of funders
- Self-motivation and ability to work to deadlines
- Confidence working with budgets
- Excellent interpersonal and communication skills
- Ability to work alone and as part of a team
- Strong attention to detail and proofreading skills.
- Awareness of relevant regulations relating to fundraising, including GDPR and the Fundraising Regulations.

Desirable Skills

- Experience of working with a small non-profit organisation.
- Experience of working independently
- Knowledge of Scottish Theatre industry
- Knowledge of Youth Theatre sector
- An understanding of and strong commitment to Strange Town's Mission and Aims
- Passion for how theatre can change young people's lives