

Spike Island

PERSON SPECIFICATION:

DEVELOPMENT MANAGER (Maternity contract)

Assessment Methods:

App = Application form

Int = Interview

Task = Task

Attributes:	Essential:	Desirable:	Assessment Method: App/Int/Task
Qualifications:			
Degree or degree-level qualification		●	App
Recognised Fundraising qualification		●	App
Knowledge:			
An active interest in, and knowledge of, contemporary art and the wider arts and cultural sector.	●		App / Int
A demonstratable commitment to equity, diversity and inclusion.	●		App
A familiarity with the aims and objectives of non-profit arts organisations and artist-led initiatives.	●		App / Int
Up-to-date knowledge of best practice in fundraising, including tax-efficient giving mechanisms, gift accounting and data protection legislation.	●		App / Int
Working knowledge of the regional, national and international arts sector.		●	App / Int
A good network of fundraising relationships.		●	App / Int
Knowledge of best practice around GDPR.		●	App / Int
A familiarity with the aims and objectives of Arts Council England's new 10-year strategy, Let's Create.		●	App
Experience:			
A minimum of three years' professional experience working in a development role.	●		App / Int
Track record in raising funds and meeting targets from multiple sources.	●		App / Int / Task
Experience of and success in face-to-face solicitation.	●		App
Experience of prospect identification, research and management.	●		App / Int
Experience of reporting fundraised income against targets.	●		App / Int / Task
Experience of high quality event management.		●	App
Experience of working with Boards of Trustees and/or subgroups.		●	App
Skills:			
Rigorous attention to detail.	●		App



 Spike Island Artspace Limited

 Registered charity no. 1003505

 Registered in England

 and Wales no. 2624621

 VAT no. 650 5760 40

The ability to communicate effectively (both in writing and orally) with a wide range of people, including internal and external stakeholders and across teams at Spike Island.	●		App / Int / Task
A warm and approachable manner looking to champion a dynamic organisation and community.	●		App / Int
Good administrative skills.	●		App
Computer literate and IT experienced, with a comprehensive knowledge of Microsoft Office and proficiency with CRM systems.	●		App
A willingness and ability to learn new IT practices and processes as required.	●		App
Comfortable working in a team and maintaining a can-do attitude, even under demanding circumstances.	●		App
Excellent organisational and time management skills, including the ability to work to regular, competing deadlines.	●		App
The ability to work according to your own initiative and be self-motivated.	●		App
Flexible and responsive.	●		App / Int
Experience of Donorfy CRM software		●	App / Int
Experience of implementing new CRM software		●	App / Int
Budget management skills		●	App
Circumstances:			
Living with an easily commutable distance from Bristol, or a willingness to relocate.	●		App
A willingness to work flexible hours, including regular evenings and weekends, and a commitment to working within a small, dedicated team.	●		App

Terms and Conditions of Appointment

Job duties and description:

The job description is a guide to the targets that the Development Manager (maternity contract) is expected to achieve and may be revised from time to time by agreement to meet changing circumstances.

Normal hours of work:

28 hours per week.
Working hours to be agreed in advance. Working hours within normal office working hours of Monday-Friday, 9am–5pm (please note that occasional evening and weekend work will be necessary to effectively support programme delivery, though time off in lieu may be taken to compensate for this).

Salary:	£33,650 per annum (pro rata), subject to salaries review due from April 2024.
Term:	Fixed term maternity cover contract for a minimum of 11 months and a maximum of 12 months (contract to be agreed).
Pension:	On completion of three month's service, you would be eligible for auto enrolment in to Spike Island's workplace pension scheme.
Annual leave:	In addition to bank/public holidays, employees are entitled to 4.6 week's annual leave on full pay (pro rata).
Probationary period:	This maternity cover post is subject to a probationary period of three months, during which the notice on either side is two weeks.
Notice period:	Upon completion of the probationary period, employment is subject to a three-month notice period.
Benefits:	<p>Spike Island offers access to the following schemes:</p> <ul style="list-style-type: none"> • Cyclescheme • Access to Employee Assistance Programme • Membership to Spike Island Associates • Staff discount in Emmeline café <p>All such benefits apply during the course of your employment only and are subject to review.</p>