

The Devon Guild of Craftsmen is seeking a Development Officer to work with the Executive Director to generate income from a range of different sources.

This is a new 0.6FTE fixed term post for one year, with the potential to become permanent after that period. The main focus of the Development Officer role will be to develop and manage a range of schemes for individual giving (regular giving, major gifts and legacies) and to develop opportunities to build relationships with the business/corporate sector. You will also work closely with the Executive Director and colleagues to support successful applications to trusts, foundations and other funders and act as an advocate for the organisation and the crafts sector.

About Devon Guild of Craftsmen

Our base at Riverside Mill in Bovey Tracey is the leading venue for crafts in the South West, recognised for the quality of our exhibitions and with an international reputation. Each year, we welcome around 120,000 members of the public to enjoy, to take part and to buy craft. Our vision of creating the craftspeople, enthusiasts and audiences of the future is achieved through an exhibition programme drawn from makers in the South West, across the UK and abroad, through work with local schools and community groups, through workshops, talks and visits, and through providing education and marketing opportunities that develop the creative businesses of professional makers. See www.crafts.org.uk for more information about us.

A registered charity and membership organisation for professional makers, our income streams currently include trading (craft shop and café), Arts Council England National Portfolio funding, project grants from trusts/foundations, and individual giving. Over the past few years we have received Arts Council England Catalyst funding to build our fundraising knowledge. Under Catalyst Evolve we are now seeking to build staff capacity, with the added benefit of ACE match funding for new money raised (up to £52,500) until August 2019.

DEVELOPMENT OFFICER

Purpose of role

To co-ordinate and deliver the fundraising strategy, with specific responsibility for the cultivation of individual donors and the development of corporate support. You will also contribute to the review and development of the overall strategy and associated systems.

Responsibilities

Responsible to the Executive Director

SALARY

The salary is Grade 3: Senior Officer and will be in the range £19,374 - £26,041 with a probationary period of 3 months. 30 days paid holiday per year (to include bank holidays and pro rata for part-time posts). Additional benefits include discounts on artwork and food from the café, flexible working hours if necessary and the chance to be part of a busy but friendly organisation.

HOURS

The contract is offered for a fixed term of one year. This is a 0.6FTE post (22.5 hours per week). We are flexible about how those hours are worked and some could be worked from home. Normal hours are 9am to 5.30pm with a one-hour lunch break. You will also need to be ready to fit into a busy office where desk sharing by part-time staff is the norm. All staff are also occasionally asked to attend private views and other events in the evening or on a weekend or bank holiday. No overtime is payable but time in lieu is offered, to be mutually agreed with your line manager.

Probation period and Notice period

The probation period is three months, during which the notice period is 1 week on either side. Following the completion of a successful probationary period, the notice period is 4 weeks on either side.

Pension

We offer an auto-enrolment pension at the basic rate.

Training

The Devon Guild is committed to the continuous development of the knowledge and skills of employees.

Equal Opportunities

The Devon Guild has an Equality and Diversity Policy and all employees agree to abide by its terms.

Candidates who consider they may have a disability

Reasonable adjustments will be made to the job requirements or recruitment process for candidates with a disability. If you consider yourself to have a disability you should indicate this in your application, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview. Wherever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

APPLICATION PROCEDURE

Please submit the following:

- A statement setting out clearly how you meet the selection criteria detailed in the person specification and the job description.
- A current CV together with the names of at least two referees, one of whom should be your current or most recent employer.
- An equal opportunities employment monitoring form

Candidates should note that the equal opportunities monitoring form is used for monitoring purposes and is never included in the short-listing process, all applicants are selected against the person specification only.

The closing date for return of applications is 12 noon Friday 5 May 2017

Applications cannot be accepted after this time.

Interviews will take place on Thursday 11 May 2017

We anticipate being able to inform you if you have been selected for interview on or by 8 May.

Please e-mail or post applications to:

Georgina Richardson, Office Administrator, Devon Guild of Craftsmen, Riverside Mill, Bovey Tracey, Devon TQ13 9AF 01626 832223

E-mail: georgina.richardson@crafts.org.uk

For an informal chat about the role please contact Erica Steer, Executive Director on 01626 832223 or erica.steer@crafts.org.uk

Further details about the organisation are available on our website www.crafts.org.uk

The Devon Guild of Craftsmen is an equal opportunities employer. The Devon Guild is committed to ensuring that our delivery of services and employment practices reflect the highest possible quality standards, including a strong commitment to equality and diversity. We recognize that people with different skills, cultural backgrounds and experiences bring fresh ideas and perceptions that benefit the organisation and all of its stakeholders and therefore welcome applicants from all backgrounds.