

The Devon Guild of Craftsmen is seeking an Acting Development Officer to maintain and develop its fundraising activity during the 6-month sabbatical of the current post-holder.

This is a 0.6FTE fixed term post from 1st November 2019 – 30th April 2020. The main focus of the Acting Development Officer role is to maintain the existing development function, which includes grant funding, corporate and individual giving, and fundraising events and activities. The Development Officer works closely with the Executive Director and colleagues to support successful applications to trusts, foundations and other funders, and acts 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.

DEVELOPMENT OFFICER

Purpose of role

To co-ordinate and deliver the fundraising strategy for 2019, and help shape the strategy for 2020.

Line management

The post has no line management responsibilities. It is responsible to the Executive Director

TERMS AND CONDITIONS

The salary is Grade 3: Senior Officer, and will be paid at £21,000 pro rata. Paid holiday entitlement is 30 days per year (to include bank holidays and pro rata for part-time posts). Additional benefits include discounts on artwork and food from the café.

HOURS

The contract is offered for a fixed term of six months. This is a 0.6FTE post (22.5 hours per week). We are flexible about how those hours are worked. Normal hours are 9am to 5.30pm with a one-hour (unpaid) lunch break. 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 one month, 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 9am on Monday 30th September 2019

Applications will not be accepted after this time.

Interviews will take place on Tuesday 8th October

We anticipate being able to inform you if you have been selected for interview on or by Wednesday 2nd October.

Please e-mail or post applications to:

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

E-mail: sarah.newman@crafts.org.uk

For an informal chat about the role please contact the post-holder, Heather Holcroft-Pinn, 01626 832223 or heather.holcroftpinn@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.