



CROYDON YOUTH THEATRE ORGANISATION – DEVELOPMENT ADMINISTRATOR ROLE

Croydon Youth Theatre Organisation (CYTO) plans to ensure the future of this fifty year old organisation through raising its profile, enhancing the quality and extending the range of its artistic programme and generating a substantial increase in income whilst also ensuring the continuation of the current day-to-day administrative operation of this small but ambitious organisation.

We are currently looking to recruit a DEVELOPMENT ADMINISTRATOR with the skills and motivation to play a vital role in administering CYTO's present funding streams and also seeking new sources. The successful candidate will need to be a methodical worker with experience of securing income from a variety of sources including trusts and individuals to ensure CYTO is able to deliver its artistic programme into the future.

CYTO gives young people, aged 13 – 21, from across the borough of Croydon and neighbouring areas, access to drama and theatre activities to increase their confidence and life skills. These activities immensely enrich our members' lives as well as the wider community. We are inclusive, accessible, fun, challenging and diverse.

Our strategic aims are:

- To provide opportunities for creating live theatrical performances for members with a range of abilities and experience, enhancing their life and employment skills.
- To introduce members to our rich and diverse theatrical, cultural and local heritage.
- To include members in the programming process, producing high quality work that is relevant to their lives and reflects their concerns.
- To create strong links with the wider community, developing partnerships with schools, stakeholders and community groups and widening our field of volunteers.
- To be truly diverse and inclusive in all our practices and activities, reflecting the community we serve.

Further Information

CYTO provides an accessible working environment and is committed to ensuring that all members of the team can access appropriate professional development opportunities.

The post is offered as a **fixed-term 10 month contract** commencing September 2017 with a view to being extended dependent on performance including fundraising achieved.

An Enhanced DBS disclosure (security check) is needed for this post.

Please submit your CV and cover letter stating why you are suitable for this role outlining your relevant experience against the Job Description and Person Specification criteria.

The closing date for applications is **Monday 11th September 2017 at 5pm.**

All applications must be submitted by email to admin@cyto.org.uk with DEVELOPMENT ADMINISTRATOR as the subject.

(A) JOB DESCRIPTION: DEVELOPMENT ADMINISTRATOR

Main Responsibilities

- To administer CYTO's development campaign with the aim of increasing donations from individuals and companies trusts, foundations and public bodies.
- To update funders as to the progress of existing projects they are funding
- To monitor the progress of existing bids to prospective funders
- To prepare new bids in association with CYTO's Management Committee and submit these to suitable prospective funders

Responsible to: The Development Administrator is responsible to the Management Committee.

Hours of Work: 14 hours per week (equivalent of 2 days per week – flexible days and times to be mutually agreed). A small amount of evening and weekend work may be required e.g. assisting at events.

Salary: £25,000 (pro-rata) plus £250 training budget after initial 3 month period and associated membership fees

Holiday: 20 days a year pro rata plus pro rata bank holidays.

CYTO is committed to equality of opportunity and welcomes applicants from all sections of the community.

OVERVIEW

The role will be an important point of contact for this small organisation that is going through an exciting period of change and development. This role will administer the existing development campaign and implement the existing fundraising strategy in partnership with the Management Committee. In carrying out this role the Development Administrator will have the assistance of a small team of volunteers and part time paid staff. The Development Administrator will be line-managed by CYTO's Chair. However specific support will be given by the appropriate Management Committee member where necessary.

PRIMARY OBJECTIVES:

- To support the strategic development of CYTO leading to successful and achievable fundraising
- To prepare fundraising bids against set targets in partnership with the Management Committee and report accordingly
- To develop partnerships both locally and pan-London to ensure that CYTO realises opportunities for projects that align with its strategic objectives and mission
- To work with CYTO's Management Committee and any of its sub-committees, its volunteers, paid staff and freelance tutors, so that CYTO becomes a financially sustainable resource for Croydon with a reputation for excellent youth theatre practice
- To ensure CYTO's policies and values are implemented
- To promote and favourably represent CYTO

MAIN RESPONSIBILITIES:

Main responsibilities include, but are not limited to:

Fundraising:

Development Campaign

- Work closely with the Management Committee to reach the development campaign's target
- Maintain good relations with individual and corporate donors through a personally tailored communications programme
- Support the ambassadors of the development campaign

Trusts and Foundations / Statutory Funders / Other

- Manage a portfolio of funders including writing applications, managing relationships with them, fulfilling reporting requirements, thank you letters and other related correspondence
- Manage CYTO's diary to ensure that applications and reports are submitted to funders on time.

Research

- Use a broad range of research tools, including published and online sources of information to identify potential funders for CYTO, including public bodies, individuals, companies and trusts and foundations
- Conduct research into existing and potential funders and maintain a "watching brief" over key funders
- Keep abreast of fundraising trends, the regulatory environment, news, events and changes in Gift Aid etc. in the UK arts and fundraising sector
- To pass on recommendations and any relevant information from the above research to the Management Committee

Administrative / Operational

- Oversee the marketing strategy and delivery of communication materials and systems to support successful fundraising
- Put in place systems of data collection and administer the same to ensure monitoring meets funders reporting requirements.
- Maintain accurate records for donations and correspondence from funders and prospective funders on CYTO's database
- Ensure CYTO's financial standing orders are complied with in relation to funding

(B) PERSON SPECIFICATION

E= Essential D= Desirable Skills and Abilities

- Good written and verbal communication skills (E)
- Good organisational skills with ability to prioritise jobs and meet deadlines (E)
- Good research skills (E)
- Good interpersonal skills, able to relate effectively and appropriately with a wide range of people.(E)

Knowledge and Experience

- Educated to degree level or equivalent (D)
 - Administrative experience (E)
 - Working within a youth arts organisation and /or the voluntary sector (D)
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- Experience of brokering partnerships with both local authorities and the private and voluntary sector (D)
- Experience of fundraising (E)
- Experience of financial record keeping (E)
- Experience of working with relational databases (E)
- Experience of fundraising research tools. (D)

Personal attributes

- Ability to think proactively, creatively, innovatively and resourcefully (E)
 - Ability to deal with a variety of ongoing activities in a calm, organised, flexible manner (E)
 - Aptitude to self-manage and prioritise tasks (E)
 - Friendly manner and comfortable being part of a wider team (E)
 - An empathy with CYTO's mission and its activities (E).
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