



# BRISTOL BEACON

**Development Director**

Recruitment Pack

August 2024



# Welcome



We're delighted that you are interested in finding out more about the role of Development Director at Bristol Beacon.

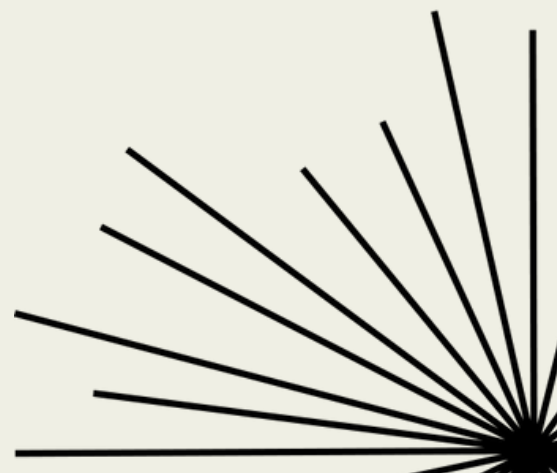
After an acclaimed reopening of our transformed venue in November 2023, Bristol Beacon is now firmly established as a dynamic and creative force at the heart of Bristol's artistic and cultural offer, both through our live performances and from the extensive work performed by our creative learning and engagement teams. Since closing our concert spaces in 2018 for a complete building transformation we have taken time to reflect, to listen and to remodel the whole organisation, most notably through the important evolution from Colston Hall to the new name of Bristol Beacon.

We now offer an opportunity for an inspirational Development professional to take the organisation further, raising the aspiration of the whole team. Your fundraising will play a vital role in ensuring that Bristol Beacon can deliver an artistic programme of hundreds of live performances, our programme of creative learning reaching over 30,000 young people every year, our support for creatives that nurtures emerging talent, and our collaborative work with diverse communities.

We very much hope that you share our vision for Bristol Beacon and that you will be excited, inspired and energised by the prospect of playing an important role in this ambitious and unique organisation.

We look forward to hearing from you.

**Simon Wales**  
**Chief Executive, Bristol Beacon**



# Bristol Beacon

**Bristol Beacon is a music charity, renowned venue and award-winning music education hub.**

## **Our Mission**

We're here to help make space for music every day, with everyone. We do this through a remarkable programme of live music performance, participation and education.

## **Our Vision**

We believe that by creating space for incredible live music experiences, we create a more united and joyful society.

## **How we work**

We value the contribution that every one of us makes to achieving our mission and vision, and we commit to the following values and behaviours to make it happen.

- We collaborate with each other
- We are open and honest
- We always rise to a challenge
- We care for each other and ourselves
- We are proud of our work
- We are committed to inclusion
- We believe music can make a difference in the world

Music is at the heart of what we do, but we also host and co-create many other types of events from community group meetings to awards ceremonies, conferences, talks, stand-up comedy and lots more.

Bristol Beacon was originally built in 1867, and we have a long and fascinating heritage as a public space for the people of Bristol, including a rich social and music history.

We have also announced our sustainability commitment to become the first net zero concert venue in the UK by 2030.



## **Here's a taste of what we do**

[About Us](#)

[Our Transformation](#)

[Bristol Beacon - All Together Now](#)

[Bristol Beacon - BSL Guide](#)

# The role of Bristol Music Trust

Bristol Music Trust Ltd was established by Bristol City Council in 2011 as a company limited by guarantee and registered charity to operate Bristol Beacon with a remit to promote music and the arts, and to advance education and appreciation of music and the arts for the benefit of the people of Bristol and the South West of England. It has a trading subsidiary, BMT Enterprises Ltd, to manage associated commercial activities for the benefit of the charity.

Bristol Music Trust has developed a distinctive and vibrant programme of music and events at Bristol Beacon, and creatively supports young people across Bristol to make and learn about music through its Creative Learning and Engagement team. Bristol City Council leases Bristol Beacon to Bristol Music Trust on a long lease from completion of the redevelopment project. Bristol Beacon is an Arts Council England National Portfolio Organisation (in consortium with St George's Bristol) supporting our artistic programme and audience development objectives.

In 2014 Bristol Music Trust took over the Music Education Hub for the City of Bristol, run by the Creative Learning and Engagement team. In March this year we were made Lead Music Hub for the West of England.

Upon renaming the venue from Colston Hall to Bristol Beacon in 2020, all of the Trust's work has been consolidated under the Beacon's public-facing, unifying brand.





# The Business Model

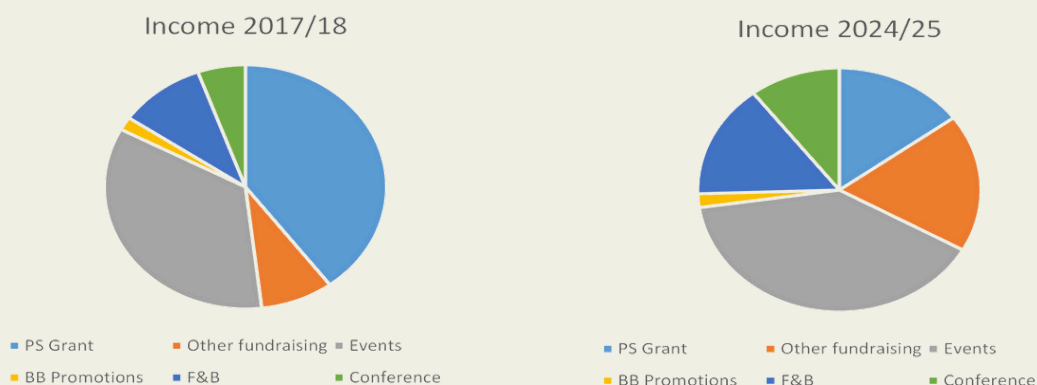
The business model is based on a balance between the three equally important areas of the business – the artistic programme, the education programme and the commercial programme.

In our last full year prior to closure of the auditoria, gross turnover was £8.5m of which 41% came from public sources, 7% from fundraising, 34% from events and 15% from commercial sources (food & beverage and conferences) as shown in the charts below.

Now that Bristol Beacon has reopened, this model has been adjusted to reflect the withdrawal of local authority funding. The new business model assumptions are based on shifting the programme model to do slightly more rock and pop, comedy events and lettings and slightly less of our own promotions of classical, jazz, folk and world music. We have taken on a partner to deliver all our food & beverage services to de-risk this area with a guaranteed minimum commission deal. Commercial space lettings will focus on higher margin business such as weddings and graduation ceremonies.

Turnover in 2024/25 is budgeted at £10.7m with 15% of income generated from public sources, 19% from fundraising, 39% from events and 26% from commercial sources. The outturn is expected to be a breakeven position and the model has been tested by our trustees and external consultants who are comfortable that it is achievable if challenging.

Further information about the last and current financial year can be found in [our accounts 2022/23](#).



## Current Organisational Structure

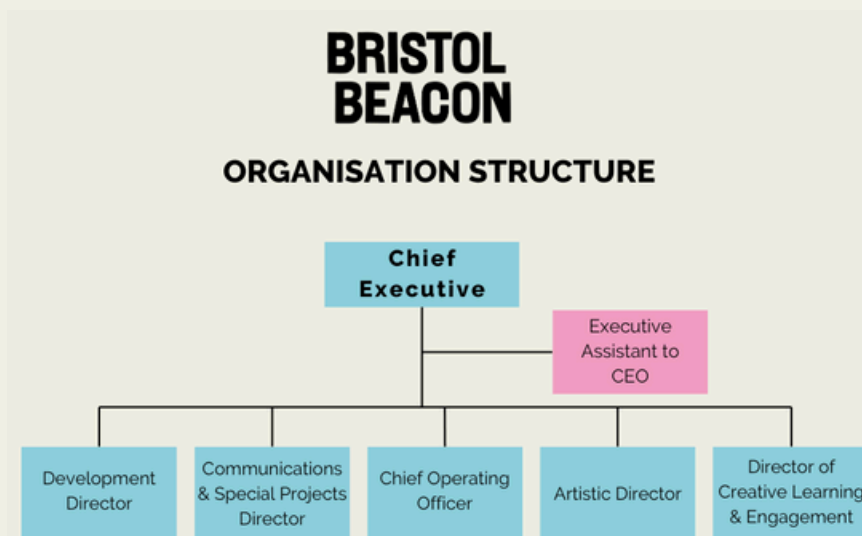
We are chaired by the renowned broadcaster, writer and historian, Jonathan Dimbleby who is passionate about ensuring Bristol Beacon is a place that all can enjoy. When being appointed as chair he stated:

"At the start of this new era, I hope that everyone in Bristol will come to regard the Beacon as their musical 'home', a place that is open to all and at the service of all. With a wonderful new concert hall and a range of facilities that rival any in Britain – or indeed Europe – our task is to ensure that we offer a feast of musical delights for all ages, all cultures, and all tastes. I want the new Beacon to shine a light across the city and far beyond. I know that it can and that it will – which is why I am honoured to play my part in helping to meet this challenge."

The current board of Trustees appointed 3 sub-committees: Audit, Risk and Resources (ARRC), Creative Learning & Engagement (CLE) and Development. There is also an advisory group for Safeguarding, and new committees for Communications and Artistic Programming are being established.

The Development committee is chaired by Chris Seaton, Head of Office for Burges Salmon.

The current organisation structure is given below showing the 5 main departments: Operations, Programme, Marketing & Communications, Creative Learning and Engagement and Development.



## Who we're looking for...

The role of Development Director offers a unique opportunity for an innovative and inclusive leader to drive Bristol Beacon's fundraising initiatives. As we continue to expand our impact, we need someone who shares our vision of fostering unity and joy through live music.

You'll spearhead the fundraising efforts for Bristol Music Trust using your extensive experience and collaborative leadership style. You'll have significant experience in fundraising for the arts sector along with the resilience and commercial acumen to oversee and drive the delivery of our ambitious fundraising plans. You will also play an important role in the Senior Management Team in shaping the organisation's future strategy.

We recognise that this is a specialised role, and we are open to discussing how best to provide a full induction into the role, particularly if you might be stepping up in terms of scale and/or responsibilities from your current role.

## Purpose of the Role

The purpose of the role is to strategically plan and deliver the fundraising required for the ongoing success of Bristol Beacon, enabling this national flagship music organisation to develop and deliver its mission.

The Development Director reports to the Chief Executive and will work closely with the Senior Management Team and trustees in the strategic development of Bristol Beacon. This will ensure that the Trust delivers excellent partnerships with all funders, supporters and donors.

The Development team of six is led by the Development Director and is responsible for the fundraising strategy and activity for Bristol Beacon. It raises voluntary funds for all of the strategic priorities of the Beacon from individuals, companies and charitable trusts and foundations. The Development team also plays an advocacy role for the Trust.

### Current roles within the team:

- Development Consultant
- Philanthropy Manager
- Development Manager x 2
- Development Officer x 2



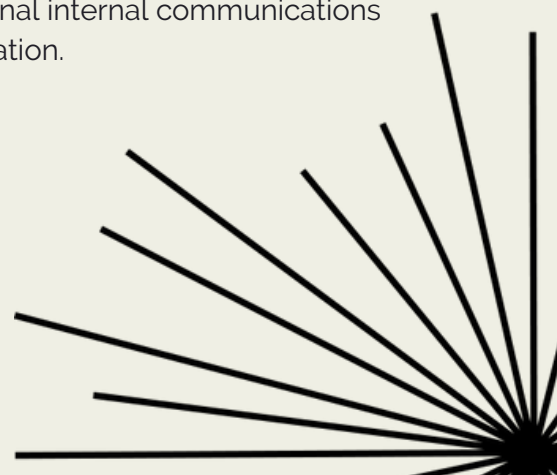
# Key Areas of Responsibility

## Strategy and Planning

1. **Leadership & Management, Planning & Organisation, Fundraising** - Working with the Chief Executive to set and lead on the development of Bristol Beacon's revenue fundraising strategy, setting fundraising targets in line with business objectives.
2. **Communication, Leadership & Management** - Oversee all fundraising activity and report to the Chief Executive and Chief Operating Officer on annual income and expenditure targets.
3. **Leadership & Management, Building Relationships** - To represent the Development function at senior management level to ensure full account is taken of development potential and business development.
4. **Planning & Organisation, Fundraising** - To play a key role in strategically identifying and developing areas of potential expansion at Bristol Beacon.
5. **Leadership & Management, Planning & Organisation** - As a member of the Senior Management Team, contribute to the leadership and direction of Bristol Beacon through the development of strategy for the future.

## Trusts and Foundations

1. **Leadership & Management, Fundraising** - Lead on fundraising from Trusts & Foundations, Heritage Lottery Fund, and other grant giving bodies.
2. **Building Relationships, Fundraising** - Research and cultivate existing and new funders , working with the Chief Executive and other staff to initiate new partnerships and putting systems into place to ensure that those partnerships are successfully managed and sustained.
3. **Communication, Fundraising** - Prepare compelling grant applications to secure funding with sound attention to detail, and work with colleagues on all fundraising issues, including leading and advising on grant applications, sharing best practice in fundraising to develop the organisation's skills, and build the knowledge and understanding of the charity and social enterprise sectors across the wider team.
4. **Communication, Adaptability** - Provide appropriate and timely monitoring information to trusts and foundations, as required by their conditions of support including, where appropriate, organising events and visits.
5. **Fundraising, Leadership & Management** - Support the Development & Philanthropy Managers and Officers to research and cultivate a range of funders for artistic and education programmes.
6. **Leadership & Management, Communication** - Support the Development & Philanthropy Managers and Officers to provide clear, timely, and professional internal communications to ensure funders' needs are represented across the organisation.





## Individual Giving

1. **Planning & Organisation, Leadership & Management, Teamwork** - Lead on major donor giving, delegating to and working with the Development Manager and Philanthropy Manager.
2. **Building Relationships, Fundraising** - Oversee the development of a number of individual major donor relationships for revenue, personally managing a portfolio of prospects and donors.
3. **Leadership & Management, Teamwork** - Support the Development Manager and Philanthropy Manager in their delivery of Bristol Beacon's annual giving programmes, including the membership and patron schemes.
4. **Building Relationships, Fundraising, Adaptability** - Work with the Chief Executive and other senior staff to ensure the continued engagement and support of stakeholders, such as trustees and patrons.

## Corporate Fundraising

1. **Building Relationships, Fundraising, Teamwork** - Cultivate major corporate sponsors and work with the Development Manager and Development Officers on cultivating new corporate sponsors and ensuring benefits and recognition are delivered across Bristol Beacon's marketing channels.
2. **Teamwork, Communication** - Support the Development Manager to lead on corporate renewals and activation.

## Events

1. **Building Relationships, Fundraising, Teamwork** - Oversee an annual programme of events, to be coordinated by the Development Officer, to strengthen relationships with donors and potential donors.
2. **Building Relationships, Communication** - Oversee a programme of corporate hospitality events, given to deliver corporate sponsorship contracts.



## Database

1. **Communication, Planning & Organisation, Teamwork** - Oversee the development and maintenance of Bristol Beacon's contacts database Spektrix as an effective and up-to-date fundraising and communications tool, and the introduction of new systems to increase its effectiveness in line with the Data Protection Act.

## Management

1. **Leadership & Management, Communication** - Line manage the Development Team through individual objective setting and performance management, regular 1:1 meetings, and identification of training needs.
2. **Leadership & Management, Communication** - To encourage creative thinking, problem solving, industry benchmarking and training in the Development team in order to achieve the highest standards of practice in the team.
3. **Leadership & Management, Communication** - To inspire and lead the Development team, and set an example, on the application, implementation and adherence to all Trust policies and procedures.

## Finance and Governance

1. **Planning & Organisation, Fundraising** - Manage all budgets agreed for the Development team, ensuring effective monitoring, identification of risks and issues, opportunities for income generation, and overall efficient financial management in line with the Trust's financial priorities and in agreement with the Head of Finance.
2. **Communication, Teamwork** - Work with Head of Finance to maximise the potential of Gift Aid from all donations, with overall responsibility for ensuring all donations and payments received are appropriately logged, accompanied by appropriate paperwork and in line with annual audit requirements and submitted to the Finance team in a timely manner.
3. **Communication, Adaptability** - Produce Development reports for Board meetings, monthly financial and management reporting, and as required.
4. **Communication** - To ensure suitable contracts are in place for all areas of Development activity including corporate sponsor, freelance and delivery partner contracts.

## Other

1. **Building Relationships, Planning & Organisation** - Undertake research and maintain a high level of knowledge about trusts, foundations, individuals, and statutory funding to inform planning.
2. **Leadership & Advocacy** - Represent Bristol Beacon at conferences undertaking public and media presentations, attending conferences and events and lobbying forums as appropriate.
3. **Building Relationships, Communication, Adaptability** - To advocate proactively for and raise the profile of Bristol Beacon and Creative Learning & Engagement at a local and national level in a way that relates to the Trust's role as a national cultural organisation.
4. **Leadership & Management, Communication** - On a day to day basis ensure compliance with the policies and procedures of Bristol Beacon.



# Person specification

The role holder must have the following **Core** and **additional Role Specific** competencies:

## Core Competencies

### LEADERSHIP & MANAGEMENT

- Is able to inspire individuals to give their best to achieve a desired result.
- Maintains effective relationships with individuals and the team as a whole, to ensure that the team is equipped to achieve objectives set according to business need.
- Manages the development and performance of staff through coaching, mentoring, and peer support.
- Promotes a trusting and empathetic, equitable and fair environment.
- Ability to motivate and lead team to ensure effective performance against goals.
- Provides effective leadership and values to the team, passing on own skills and knowledge where possible.
- Risk management, and the need to translate strategy and vision into day to day meaning.

### COMMUNICATION

- Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.
- Excellent and accurate standard of written and verbal communication.
- Strong communication and interpersonal skills.
- Conveys and receives information effectively.

### ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING

- Generation of new ideas and suggestions for change.
- Ability to flex approach to difficult needs of several concurrent work-streams.
- Remains resilient, able to prioritise, whilst working under adverse or conflicting demands.
- The ability to respond & adapt to changing circumstances and to manage, solve problems and provide solutions in a climate of ambiguity.

### CUSTOMER SERVICE

- Builds rapport and sustainable relationships with customers – seeking pro-actively to understand their needs and satisfaction levels.
- Actively seeks customer/client feedback.
- Gives advice which leads to valuable outcomes.
- Looks to continuously review and improve performance standards of self and team.



## TEAMWORK

- Ensures team is appropriately skilled, managed and resourced.
- Is able to effectively delegate, monitor performance, and motivate the team.
- Seeks ideas and input of own and others teams.
- Discusses problems/issues with team members that could impact on results.
- Communicates expectations for teamwork and collaboration.
- Gives credit and acknowledges contributions and efforts of individuals to team effectiveness.

## PLANNING & ORGANISATION

- Is able to organise own, and others time effectively, responds to changing priorities, and meets deadlines as required.
- Making long term plans which encompass the vision, aims and strategic objectives of Bristol Beacon.
- Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.

## Role Specific Competencies

### PROFESSIONAL FUNDRAISING EXPERIENCE

- A professional with a strong proven track record in all areas of fundraising, specifically from individuals of High Net Worth, corporates and trusts and foundations.
- A comprehensive understanding of Third Sector and fundraising potential in a fast changing world.
- Professional fundraising qualification or equivalent experience.
- Knowledge and appreciation of all forms of the arts.
- Experience of reporting directly to a Board of Trustees.
- Experience of leading a development strategy centered on a professional performance venue.

### BUILDING RELATIONSHIPS

- Creates strong relationships with individual major donors.
- Experience of managing complex stakeholder relationships.
- Track record of good relationships with diverse stakeholders.

### Special Conditions

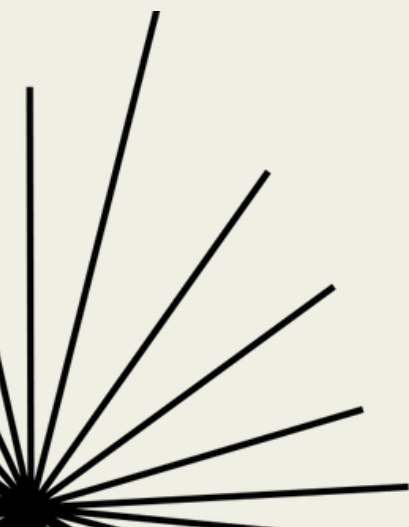
Your role requires you to work flexibly to complete your duties, and you may, from time to time, be required to work alternative or additional days (including evenings, weekends and bank holidays) to meet the requirements of your role, and these hours will be agreed in advance between yourself and your line manager in accordance with the requirements of Bristol Music Trust.

### Other Duties

The role holder will carry out any other duty that is reasonably required.

### Place of Work

Your usual place of work is Bristol Beacon, Bristol, but you may be required to work at other locations that are reasonably placed.





# Outline of Terms and Conditions

**Role:** Development Director

**Salary:** circa £60,000 per annum

**Contract:** Permanent

**Hours:** Full-time, 37 Hours

**Annual Leave:** 24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service

**Probationary Period:** 3 months

**Pension:** Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum employee contribution

**Relocation:** It is expected that the postholder will live within commutable distance of Bristol. A relocation contribution can be discussed.

*Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff, to developing a more diverse workforce and to being an Equal Opportunities employer by attracting diverse talent from sections of the community currently underrepresented in the culture sector*

## Next steps

We are open to applications from people who wish to work flexibly.

We are also keen to hear from a diverse range of candidates; if you need to receive this recruitment pack in a different format, please contact our People Coordinator on 0117 440 7663 or email [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

We're committed to being more representative, making space for a wider range of voices and lived experience within our leadership and workforce, and working collaboratively as we seek to make our organisation more inclusive.

Ensuring that our leadership reflects the diversity of the communities within which we operate is a key part of this, and so we're particularly keen to hear from people from a culturally and ethnically diverse background, from d/Deaf and Disabled people and from all of those who are under-represented in the cultural sector.

Reasonable adjustments will be made for applicants if required, please let us know if you have any access needs. Disabled applicants who meet the essential criteria for the role will be offered an interview.

If you would like an informal conversation about this opportunity, we would warmly encourage you to get in touch with Rosa Corbishley – Development Director or Clare Jack – Chief Operating Officer who will be happy to discuss any questions you may have, please email: [rosa.corbishley@bristolbeacon.org](mailto:rosa.corbishley@bristolbeacon.org) or [clare.jack@bristolbeacon.org](mailto:clare.jack@bristolbeacon.org)

# How to apply

When you are ready to make your application:

- Please complete the application form (linked below) and submit a two page A4 statement, telling us why you want to lead the Development team at Bristol Beacon, outlining the skills and experiences you would bring to the role, and how these meet the person specification.

OR

- Complete the application form and submit a 5 minute video (if you would like to send us a video, please email [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org) to discuss this)

Please complete your application via the [StaffSavvy recruitment portal](#). For monitoring purposes, we also ask you to please complete the diversity monitoring information.

Please send your two page statement by email, with the Subject Title: DD APPLICATION to [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org) by the closing date **Monday 9 September 2024 at 5pm. Applications without both an application form and two page statement cannot be considered.**

Timeline

- Deadline for applications **5pm on Monday 9 September**
- First round interviews: **Tuesday 17 & Wednesday 18 September**
- Second round interviews: **Monday 30 September**

We recognise that this is a major career opportunity, and we will ensure that our shortlisted candidates have ample opportunities to get to know Bristol Beacon, its team and Board, and to find out more about our work with young people, artists and communities.

## Our principal supporters

