



Job Description

Job Title: Development Officer

Responsible to: Development Director

Bristol Music Trust

Bristol Beacon is a music charity, renowned venue and award-winning music education hub. 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 is to unite people through the joy of live music and believe that doing so has the power to create a better society for all of us.

Part of Bristol's cultural heritage for 150 years, Bristol Beacon has hosted some of the world's greatest musicians from Ella Fitzgerald to The Beatles to London Symphony Orchestra. We strive to be a symbol of hope and community, a focal point for music and a place of welcome, warmth and light.

Operated by Bristol Beacon since 2011, in 2018 we embarked on a major capital transformation of our venue to create a world-class concert hall for the city and region, with accessibility and inclusion at its core. Hailed as one of the most significant investments in cultural infrastructure in the UK in recent times, we reopened in November 2023 with a programme that included landmark commissions, celebrations of Bristol artists and performers, star names in music and comedy, and a blockbuster Orchestral season. With an ambitious ongoing programme of concerts, gigs, festivals, conferences and more, and with new spaces dedicated to education and talent development, we anticipate hosting 800 events and welcoming 400,000 visitors per year from across Bristol, the Southwest and internationally.

As an organisation we are equally and increasingly recognised nationally for our work to grow music education and participation. We have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music Education Hub lead for Bristol and from 2025 the West of England, we deliver the National Plan for Music Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led Transformation Promise programme is backed by strategic funding partners and includes working with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

We are showing further sector leadership through our sustainability commitment to become the first UK concert venue to achieve Net Zero.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference and place great

importance on inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

Team

The Development Team is led by the Development Director and is responsible for the fundraising strategy and activity for Bristol Beacon, with a current focus on the capital redevelopment, our music programme and education work. It raises voluntary funds for the Trust from individuals, companies and charitable trusts and foundations. The Development team also plays an advocacy role for the Trust.

Purpose of the Job

This is a support role within the Development Team working across a range of funding streams and projects as required including corporate sponsorship, individual giving (including Bristol Beacon patron and membership schemes), trusts and foundations, events and supporting the administration and activity of the Capital Fundraising Strategy.

Key Responsibilities and Key Related Competencies

1. **Communication, Administration, Planning & Organisation** - Work with the Development Department on the stewardship of our giving programmes, including record keeping, administration and communications.
2. **Accuracy & Attention to Detail, Planning & Organisation** - Work closely with the Finance department on incoming gift processes and gift aid.
3. **Flexibility, Administration, Teamwork, Customer Service** - Provide administrative support to events including list management, sending out invitations and coordinating the event, as well as hosting on the night as required.
4. **Planning & Organisation, Communication** - Compile and create materials for Development prospect meetings.
5. **Adaptability, Accuracy & Attention to Detail, Administration** - Achieve proficiency in Spektrix software to maintain a unified system to effectively administer Development team records, including data input, gift tracking, management reporting and prospect management.
6. **Communication, Planning & Organisation, Teamwork** - Assist the Development Department with the following duties: scheduling meetings, calendar and contacts maintenance, meeting preparation and follow-up, among additional responsibilities.
7. **Customer Service, Communication, Accuracy & Attention to Detail** - Write, proofread, edit, and send correspondence, including but not limited to: Fund agreements, addendums, donor letters and gift proposals.
8. **Administration, Accuracy & Attention to Detail, Communication** - Research potential supporters (Individuals, Organisations and Trusts and Foundations) for specific projects.
9. **Administration, Accuracy & Attention to Detail** - Manage the department's central crediting spreadsheet ensuring that all supporters are credited effectively.
10. **Communication, Accuracy & Attention to Detail, Customer Service** - Draft letters for Development Department for donor thanks.
11. **Planning & Organisation, Accuracy & Attention to Detail** - Where appropriate design materials for fundraising purposes.
12. **Planning & Organisation** - Ensure Development Department leaflets and the website section are kept up to date.
13. **Communication** - On a day-to-day basis comply with the Policies and Procedures of Bristol Music Trust.

Employee Specification:

Essential – The role holder **must** have the following **Core** and **Additional Role Specific** competencies:

Core Competencies

COMMUNICATION

- Excellent interpersonal skills with the ability to communicate clearly and courteously both verbally and in writing to peers, line managers, potential and current donors and funders in a practical way using appropriate methods of communication for each situation.
- Demonstrable experience of writing clear copy and accuracy and attention to detail in written and online work.
- Selects appropriate methods of communication for each situation and builds positive working relationships.

ADAPTABILITY AND FLEXIBILITY

- The ability to adapt to different situations and tasks, remaining calm, level-headed, and positive under pressure.
- Is proactive, reliable, and flexible in response to work priorities.

PLANNING AND ORGANISING

- The ability to prioritise workloads, set personal timetables and work to deadlines.
- Provides work on time and to required standards.
- Able to plan a wide range of simple tasks or a small number of complex ones.
- Is able to respond positively to changing business priorities.

CUSTOMER SERVICE

- Has a good understanding of what makes good customer service.
- The ability to look for ways to provide added value for customers.
- Seeks to understand customer requirements and deliver to those.
- Experience of dealing directly with members of the public in a busy environment.

TEAMWORK

- The ability to work effectively as part of a team with consideration and support for the needs of others.

Role Specific Competencies

ADMINISTRATION

- Broad administration experience
- Excellent IT skills and recent experience of IT packages (Microsoft Excel, Word and Outlook, data management software)
- At ease with learning and investigating new IT systems

ACCURACY AND ATTENTION TO DETAIL

- A high standard of accuracy in maintaining and preparing information for internal and external customers
- Able to work methodically, paying attention to detail and able to check own work for errors

Desirable

1. Knowledge of current trends in the music scene and an appreciation of music/arts.

2. Experience of fundraising and development.
3. A desire to develop a career in fundraising.

Occasional Duties

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

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

Special Conditions

The 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 the Bristol Music Trust.

Date created / modified: September 2024

Created by: Rosa Corbishley, Development Director

Approved by: BB HR

Outline of Terms and Conditions:

Role: Development Officer

Salary: £25,750 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: 6 months

Pension: Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution

Application Procedure

To apply please complete the application form on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team. **Please use our Application Guidance when writing your application in order to make the best of your application and to be aware of what we are looking for in shortlisted applicants.**

If you require our application form in an alternative or if you need to provide your application in a different way or have questions about the recruitment process for the role, please contact our People Team hr@bristolbeacon.org

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

If you have specific questions about the role, or would like an informal chat about the role please contact our People Team hr@bristolbeacon.org

Closing date: 30th September 2024 9am.

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