

BLACKHEATH HALLS

23 Lee Road, London SE3 9RQ
020 8318 9758
recruitment@blackheathhalls.com

Development Manager

Recruitment Pack



Development Manager

Blackheath Halls is looking for an enthusiastic Development Manager to fundraise for our wide-ranging programme and historic building.

This role would suit someone who enjoys a wide breadth of fundraising activity, from researching and submitting funding applications for our community engagement programme to building and sustaining relationships with high level donors.

Having been through a multi-million pound building transformation over the past ten years, Blackheath Halls has a strong track record in fundraising. We raise over £100,000 annually towards our Community Engagement activity, thanks to generous individual donors, Trusts and Foundations and our Friends and Patrons scheme. We are now looking for a Development Manager to join our passionate and committed staff team and build on these foundations to ensure the continued financial health of the charity.

Please note that this role is being offered on a part-time permanent basis (28 hours per week). However, we are open to discussion about full-time hours or taking this on as a freelance role with the right candidate.

If you would like to apply, please complete the application form ([available here](#)) and equality and diversity monitoring form ([available here](#)). The deadline for applications is **Tuesday 18 August, 9am**. First Interviews are scheduled for **Thursday 27 August**.

We aim for our staff team to reflect the diversity of our local communities, and we encourage everyone with relevant experience who is interested in this role to apply.

If you require this document in a different format, or have any access requirements in order to be able to apply or interview for this role, please contact **Gemma Okell** at G.Okell@blackheathhalls.com or on **020 8318 9758**.

Please also contact Gemma if you would like to have an informal conversation about the role before submitting an application.

Thank you for your interest in this position, and we very much hope you will consider joining us



Great Hall: Blackheath Halls Opera Candide 2022

© Lidia Crisafulli

Schools Go Gospel 2025 © Julian Guidera



Blackheath Halls

Blackheath Halls is an outstanding arts and community venue in the heart of south-east London, presenting a year-round programme of events in our two performance spaces, the Great Hall and The Hearn Recital Room.

We host many professional performances, and a popular community programme for people of all ages including a youth choir, orchestra and gospel chorus as well as one of the biggest annual projects, the Blackheath Halls Community Opera.

Blackheath Halls is owned by [Trinity Laban](#) and provides the Music Faculty with its regular base for large-scale student rehearsals and performances.

We also hire out our spaces for recordings and rehearsals by major London orchestras and other music groups, as well as for commercial hires and private events.

Over the past year Blackheath Halls' programme consisted of 991 live performances, rehearsals and other activities, attended by 61,776 people.

As a registered charity, we are able to offer this range of activity through income from ticket, hires and our in-house bar, along with support from various Trusts and Foundations, and generous members of our Friends and Patrons scheme.





Job Description

Post	Development Manager
Reports to	Director, Blackheath Halls
Contract	Part-Time, 28 hours per week (full time and freelance considered)
Salary	£38,000 to £43,000 per annum pro-rata dependent on experience (ie £28,700 to £32,500 for 28 hours)

Overall Purpose of the Job

The overall purpose of this role is to take responsibility for fundraising for Blackheath Halls.

Working on charitable trust applications, soliciting and following up on pledged donations and maintaining and building relationships with local supporters, this is a varied and fast-paced role

Main Duties and Responsibilities

Fundraising activity and successful stewardship

- Raise funds to support Blackheath Halls' creative programme and capital projects by researching, leading on and assisting with writing Trust and Foundation applications
- Cultivate good relationships with donors and supporters, arranging meetings as needed and keeping them informed and engaged to encourage continued giving
- Work with colleagues to support and grow the Friends and Patrons scheme
- Work with colleagues to support scheduled fundraising events to a high standard and to meet key business/fundraising objectives
- Prepare and deliver well written and engaging updates, reports and newsletters to donors, including a regular monthly bulletin
- Receive and acknowledge gifts according to gift protocols, recording information accurately on the Raiser's Edge database and Spektrix box office system
- Prepare reports on fundraising income as required
- Prepare Gift Aid returns to HMRC as required
- Ensure donors and supporters are credited appropriately and accurately
- Act as an advocate for Friends, Patrons and donors, their priorities and perspectives, across the breadth of Blackheath Halls' activities and within the staff team
- Act as a first point of contact for the Board members on fundraising, and prepare papers as necessary
- Communicate with the Box Office team to ensure smooth handling of donor support and ticketing for high profile supporters and fundraising events

General Responsibilities

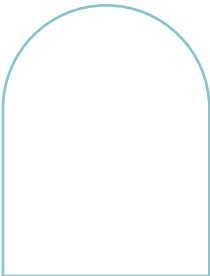
- To work closely with Trinity Laban's Development Department, ensuring an excellent flow of information between Trinity Laban and Blackheath Halls
- To adhere to all Blackheath Halls' policies and procedures, including Health and Safety, Safeguarding, Data Protection and Equality, Diversity, and Inclusion
- To carry out any other responsibilities as may be reasonably required by the Director, Blackheath Halls

Criteria	Essential	Desirable
Qualifications		
Educated to A level standard or equivalent	✓	
Educated to Degree level or equivalent		✓
Fundraising qualification		✓
Experience		
Working in a customer/client-focused environment	✓	
Researching and writing Trust and Foundation applications		✓
Working in development, fundraising or for a Friends or members organisation		✓
Working in the Performing Arts or Higher Education		✓
Database and Box Office System Experience, preferably Raiser's Edge and Spektrix		✓
Use of a mailing system such as Dotmailer		✓
Skills		
Excellent verbal communication and interpersonal skills, with the ability to communicate effectively with people of all ages and backgrounds	✓	
Strong administrative and organisational skills, with strong attention to detail and a high level of accuracy	✓	
Strong written communication skills	✓	
Strong IT Skills including MSOffice applications e.g. Excel & Word	✓	
Personal Qualities		
Enthusiasm for the arts and cultural and community events, particularly those of Blackheath Halls and Trinity Laban	✓	
Enthusiasm for fundraising and development	✓	
Shows initiative, generates ideas, and takes ownership of projects and activities	✓	
Ability to form productive relationships with others quickly	✓	
Ability to work both independently and collaboratively	✓	
Target driven with the motivation to meet or exceed them	✓	
Excellent planning/project management skills with the ability to work to multiple deadlines	✓	

Summary of Terms and Conditions of Employment

Contract	Part time permanent contract after probationary period. However we are open to discussion about full-time hours or taking this on as a freelance role with the right candidate.
Hours	28 hours a week, including occasional evening and weekend work.
Salary	£38,000 to £43,000 per annum pro-rata (ie £28,700 to £32,500 for 28 hours) Salaries are paid on the 25th of the month into bank or building society accounts
Notice Period	2 months
Location	Blackheath Halls
Annual Leave	25 days in addition to Statutory, Bank and Public Holidays
Event Tickets	Complimentary tickets for most events at Blackheath Halls, subject to availability
Pension Scheme	Access to a NEST pension scheme, employer contribution 5%
Sick Pay	Blackheath Halls operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Blackheath Halls' own sick pay scheme
Car Parking	A limited number of parking spaces are available, subject to availability

Applicants must be eligible to work legally in the UK. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.





Equality and Diversity

Blackheath Halls is working hard to meet the aims and commitments set out in its Equality and Diversity Policy, including trying to ensure that everyone who applies to work with us receives fair treatment.

In order to help us achieve this aim, we kindly request that you complete a monitoring form.

We understand that some applicants will be hesitant to provide the details requested. Please be aware that any information you provide will not form part of the recruitment process. The information will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

Although you do not have to complete the form, by completing as much of the information as you feel able to, you will be helping us to ensure that all applicants receive fair treatment when applying for jobs with us.

Equality and Diversity monitoring form [available here](#)



Blackheath Halls Opera
2021: Venus and Adonis
© Lidia Crisafulli
2018: Dido and Aeneas
© Robert Workman
2017: Der Freischutz
© Robert Workman

Blackheath Halls Opera 2021: Venus & Adonis

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