



THE LOWRY

RECRUITMENT PACK

ABOUT US

Lowry is a registered charity (No: 1053962) committed to using visual and performing arts to enrich the lives of everyone around us – and those of our staff and volunteers too.

Working together as one team, we present audiences with a diverse programme of theatre, opera, musicals, dance, music, comedy and visual art as well as events and activities to expand the horizons of audiences and artists alike.



At the heart of our work is a commitment to our local communities and young people. Tapping into the work on our stages and in our galleries, we offer thousands of free creative participation opportunities each year - nurturing new talent and developing creative professionals of the future.

So if that feels like something you want to be a part of.. read on!





VISION, MISSION AND VALUES

OUR VISION WHY WE'RE HERE

A city where the benefits of creativity are felt by the many not the few.

OUR MISSION HOW WE DO IT

Empower people from all backgrounds to experience culture on their own terms.

OUR VALUES WHAT WE BELIEVE IN

We believe creativity is an undeniable force for good and has the potential to change people and places for the better. That's why our three pillars of People, Place and Potential are at the heart of everything we do.

1. PEOPLE IN IT TOGETHER

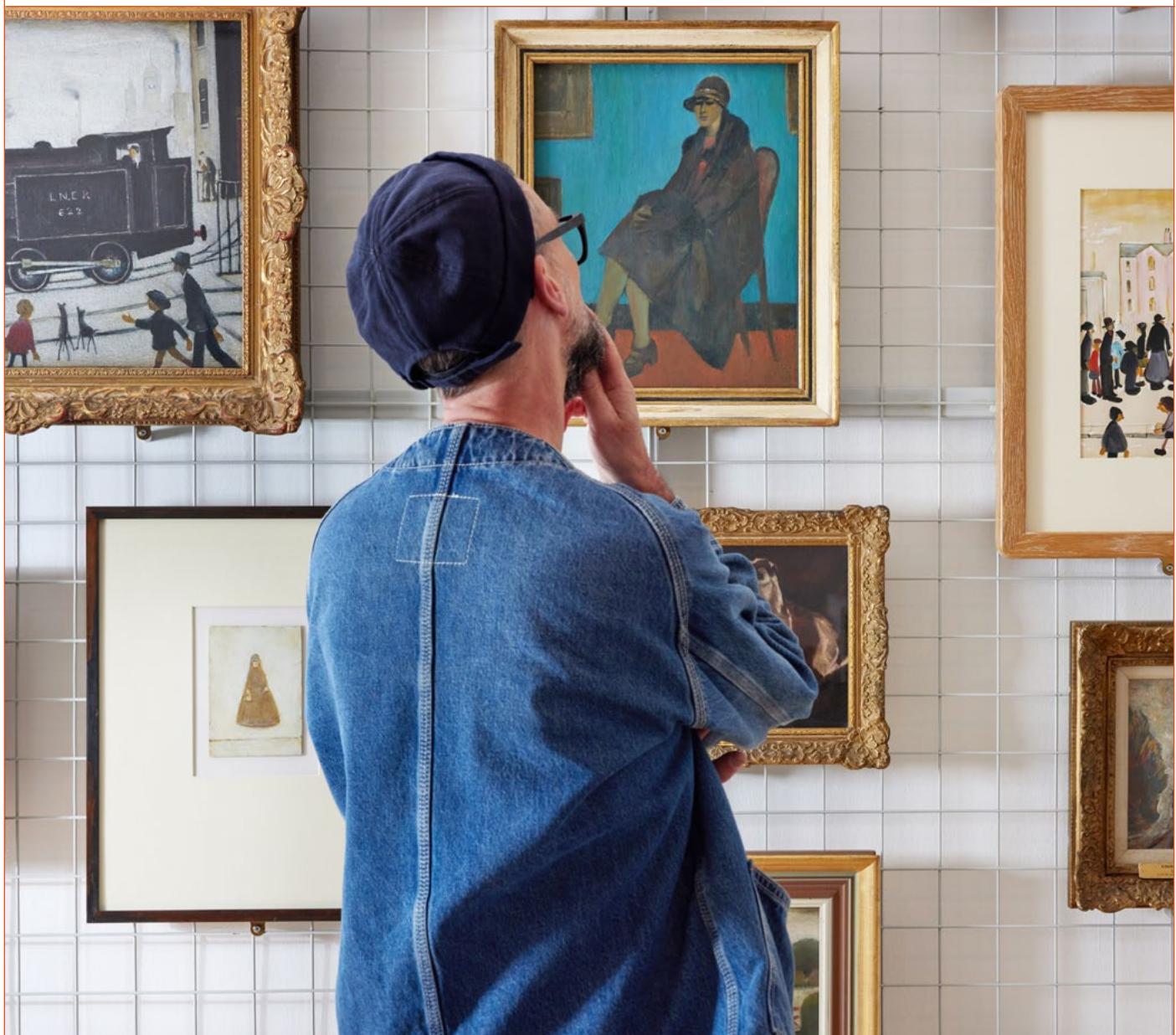
We are here for the people of Salford – supporting local communities, nurturing talent and creating a programme as diverse and open minded as our city itself.

2. PLACE MAKE IT COUNT

We are here to put creativity to good use, making a positive impact, socially and economically, on our communities, our city, our region, the UK and beyond.

3. POTENTIAL UNLOCK CREATIVITY

We are here to find ways to share the benefits of art and creativity further and wider, unlocking its potential for more people, in more places, in more ways.



HOW DO WE FUND OUR WORK?

As a not-for-profit organisation, and registered charity, all profit is ploughed back into our work. Whether you've bought a ticket to a performance, given an online donation, eaten in Lowry Bar & Kitchen, bought a gift in our shop, or simply had a drink at the Coffee Shop, you've helped support our charitable aims.

We receive just 6% of our income from public funds – Arts Council England and Salford City Council. The remaining income is generated from box office sales, commercial activities and fundraising. Our development team generates income from Charitable Trusts & Foundations, individual membership schemes (including Friends and Patrons) as well as from companies through our Quay Club Membership and corporate sponsorships.



ATTRACTION AND RECRUITMENT

Lowry is committed to creating an inclusive workforce by reflecting and representing the diversity of Salford and the UK.

We want to attract the broadest range of talented people to be part of Lowry – whether that is to work in our creative or support roles.

We particularly encourage applications from the following two people groups who are currently under-represented in our workforce and in the wider performing and visual arts sector; those people who experience racism and marginalisation, including those from African, Caribbean, North African, LatinX, South Asian, East Asian and South East Asian heritage and their diasporas, those who are disabled, Deaf and neurodivergent or have long-term health conditions.

Candidates who identify as people in one or both of these groups and who demonstrate in their application that they already meet all of the essential criteria in the person specification can opt to be considered as part of Lowry's guaranteed interview scheme. If you are invited to interview we'll ask you about any adjustments you may need, and if you are offered a role with us we will talk to you about any reasonable adjustments required to create a working environment where you will be supported to perform at your best.

To ensure fairness and to enable us to process your application through our shortlisting exercise, we ask that you remove all personal details (such as name, age, location, ethnicity, marital status etc) from your CV and covering letter before uploading. This reduces the risk of any potential bias during our recruitment process and ensures that all shortlisting is based on skills, experience and suitability for a role. Thank you for your understanding.

To find out about any opportunities to work for Lowry please visit our [vacancies page](#)

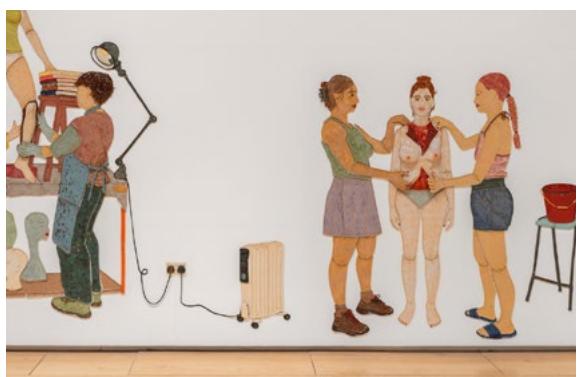
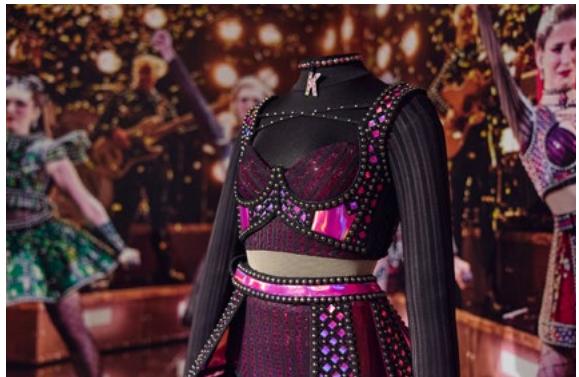
OUR ROLES HAVE A NUMBER OF STAFF BENEFITS INCLUDING:

Complimentary and discounted theatre and live event tickets

Free car parking just a few minutes' walk from the Lowry building

Generous annual leave entitlement and a paid day off for your birthday!

Discounts at Lowry bars, restaurant and gift shop



LOWRY



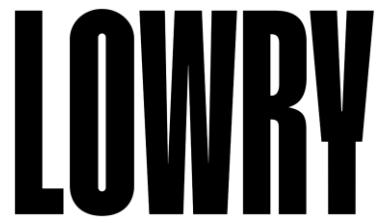
JOB DESCRIPTION

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|------------------|--|
| Post Title: | Head of Development |
| Department: | Fundraising and Development |
| Reports to: | Director of Development and Deputy CEO |
| Contract Type: | Permanent, Full time (37.5 hours per week) |
| Responsible for: | Development Manager: Philanthropy Development Manager: Corporate and Events |
| Salary | £55,000, plus staff benefits |

JOB PURPOSE

Lowry's Head of Development role is responsible for delivering Lowry's Fundraising strategy, reporting to the Director of Development and Deputy CEO, leading its implementation across the fundraising team. This is a results-focussed role with significant leadership responsibility.

In addition to overseeing and managing the team and budget, the role will also lead on fundraising activity from significant Trusts and Foundations, capital income and growing income from major donors. The role will support the Director with the organisation's capital fundraising strategy and advocacy activity, specifically working to link Lowry's work to local and national policies.



MAIN DUTIES AND RESPONSIBILITIES

CORPORATE GIVING AND EVENTS

- Overseeing, with assistance from the Director, high-level Corporate Sponsorships and Partnerships, pitched and secured by the Development Manager: Corporate and Events. From creative brand opportunities to leadership events held on our stages.
- To work with both Development Managers to oversee the successful devising and activation of the entire Development events programme, including Fundraising, Cultivation, Stewardship and organisational Advocacy events.

TRUSTS AND FOUNDATIONS

- To lead on, with the assistance of the Director, securing significant grants from major national and international Trust & Foundations for revenue and project income with responsibility for reporting in a timely and professional manner.

CAPITAL FUNDRAISING

- To lead on, with the assistance of the Director, securing significant grants from major Trusts & Foundations, Individuals or Corporates for Lowry's capital priorities

INDIVIDUALS

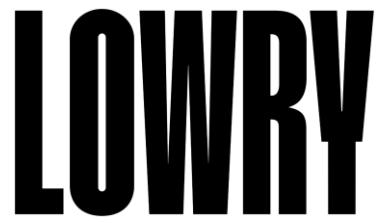
- To work in close conjunction with the Development Manager: Philanthropy to set a plan for recruitment to all new individual-giving schemes and ensure renewals from existing supporters.
- To lead on, with the assistance of the Director, the recruitment and cultivation of specific high net wealth individual donors.

RESEARCH AND REPORTING

- Research projects as directed by the Director of Development and CEO, which may include meeting briefings for Lowry Chairman and CEO, and detailed research for peer review for the Trustees of Lowry.

ADVOCACY

- Oversee our Advocacy events calendar for the entire organisation. For example: Showcase events for our work with Young People, launch events for strategic projects, Exhibition previews, Advocacy events in London.
- Support on content for public funding reporting, including annual reports for CRF and NPO requirements.
- Research and apply for awards on behalf of Lowry where necessary



MAIN DUTIES AND RESPONSIBILITIES

FINANCIAL AND GOVERNANCE

- Day to day responsibility for all aspects of the team's financial management including departmental budgets (set jointly with the Director), all individual targets and financial systems within Lowry
- Responsibility for team's GDPR compliance and due diligence processes
- Attend the monthly Lowry Head of Department meetings.
- Oversee and ensure ethical fundraising policies and fundraising regulation.

TEAM MANAGEMENT

- 1-2-1s with both Development Managers where necessary and undertake all line management duties including performance reviews
- To lead the Development Team and be an ambassador for Lowry
- Chair the team's meetings and lead on prospect management for the department with support from the Development Managers
- To support the Director of Development, deputising where appropriate.
- GDPR and database oversight and co-ordination for the team
- To be a Lowry Head of Department, attending regular meetings with other Head of Departments and contributing to the organisation as a whole
- Promote and comply with legislation and Lowry's policies on equal opportunities and health and safety both in the delivery of services and the treatment of others.
- Identify and undertake training and development as required in order to meet personal and business needs.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of Lowry.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

LOWRY

| CRITERIA | ESSENTIAL | DESIRABLE |
|--------------------|---|--|
| SKILLS/ABILITIES | <p>Excellent communication skills with a strong instinct for team work</p> <p>Excellent planning and organisational skills</p> <p>Experience and ability to lead and develop teams</p> <p>Excellent and persuasive written skills</p> | Confident public speaker |
| KNOWLEDGE | <p>An in-depth understanding of all areas of fundraising</p> | <p>Understanding of GDPR policies and procedures and due diligence</p> <p>Understanding of ethical fundraising policies and procedures</p> <p>Understanding of charity law</p> |
| EXPERIENCE | <p>Significant experience within a fundraising team, specifically with the ability to deliver income targets through all income streams</p> <p>Experience of pitching and securing high level gifts from corporate, individual and trusts sectors</p> | Experience of Capital fundraising and campaigns |
| OTHER REQUIREMENTS | <p>Passion for Arts and Culture</p> <p>Understanding of Socially Engaged Arts</p> <p>Ability to work to deadlines and within agreed budgets</p> <p>A flexible and adaptable approach to fulfilling the duties of the post</p> <p>Willingness to work outside work hours when needed</p> | |

LOWRY