



community arts north west

Funding Development Worker – Information Pack

Job Title: Funding Development Worker
Place of Work: Community Arts North West Offices, Green Fish Resource Centre, 46-50 Oldham Street, Manchester M4 1LE
Responsible to: Creative Director
Fixed term Contract: Monday 3rd January 2011 - Friday 27th May 2011 (5months)
Deadline for Applications: 1pm Tuesday 23rd November
Interview date: Thursday 2nd December

Terms and Conditions:

- Salary: £25,000-£30,000 per annum dependant on experience
- 35 hours full time, core hours 9.30am-5.30pm.
- 10 days holidays plus public holidays.

Community Arts North West (CAN)

Based in the Northern Quarter of Manchester City Centre, CAN is an arts development organisation that works in partnership with communities, the voluntary sector, agencies and artists to encourage, develop, produce and promote cultural programmes of work by people who are excluded or on the fringes of mainstream society.

For over 30 years CAN has produced an impressive portfolio of contemporary and imaginative urban arts-based projects in collaboration

with communities, artists, craftspeople and agencies. The work spans a wide range of art forms, such as:

- Combined arts performance events
- Original theatre
- Dance
- Making music through music theatre, bands and choirs
- Video and digital arts
- Festivals, carnival, and street theatre
- Showcase events including exhibitions and screenings
- Visual arts including environmental projects, exhibitions and installations

CAN also provides

- Training
- Consultation events
- One to One support
- Free information and an advisory service that can connect people to funding, artists, and resources
- CAN encourages and supports artists and producers from historically excluded communities, working with artists of African Caribbean, South and Far East Asian heritage; refugee and asylum-seeker communities, and other artists from socially excluded communities, such as homeless people.

Exodus

Exodus is a dynamic programme of participatory cultural production, working with refugees, and host communities across a range of traditional and contemporary art forms.

Since 2005 Exodus has been significant in creating a voice and cultural expression for refugee communities new to the region. Its diverse programme has included the annual Exodus Festival, Exodus Live Band Nights, Exodus Shorts Film Screening, new writing, original theatre and live performance. It also includes training and capacity building programmes which have seeded an impressive range of independent creative projects.

For more information visit www.can.uk.com

What we are looking for

A highly organised individual with a proven track record, who is able to submit quality bids that give the company a fair chance of success. You will need to be highly literate and numerate, able to proof your own work

and to represent complex and detailed proposals on paper in accessible and intelligent language.

You will need an excellent command of the English language and be able to write concise and interesting narrative that does justice to the quality and complexity of CAN's work. A good knowledge of urban culture would be useful.

CAN have an excellent track record in procuring significant funding for its programmes of work, with high success rates. We have limited fundraising capacity within the company, so all submissions need in the first instance to have a fair and reasonable chance of success, given a strong application. We are unlikely to submit any bids that have low odds unless we have been encouraged by the funders to apply or they take little time to complete.

This temporary post will replace the core fundraising duties of CAN's Arts Development Manager who is currently on maternity leave.

Main purpose of job

To research potential sources of funding and to prepare funding bids to support the company's future artistic programme and activity.

The main portfolio of projects for which CAN will be potentially seeking funds includes:

- The continuation of our Exodus Refugee Arts Programme, which includes:
 1. Exodus Live Music strand
 2. Performing Arts participatory arts programme
 3. Refugee Woman's led production projects
 4. An LGBT Refugee Arts programme
 5. Digital arts programme, including some capital costs.

Other strands of work include:

- A Youth Arts programme
- Apprenticeship and employment programmes
- Arts / Events programme including associate artist and emerging artists initiatives and arts based training schemes
- Information, support and capacity building programme

We have already identified a fundraising schedule for some of the major trusts and charities that we are eligible to apply to.

The post holder will be directly responsible to and work closely with the Creative Director. She/he will be required to work on his/her own initiative and to meet identified priorities and deadlines.

Main Duties

Fundraising and Development

1. To lead in identifying and developing fundraising opportunities from a variety of sources to support the development of the company’s future programme.
2. To research and collate comprehensive information on available resources, opportunities and funding.
3. To prepare and submit major fundraising bids as agreed by CAN’s Creative Director. This will include a major 3 year continuation funding bid to the Big Lottery Reaching Communities programme.
4. To work with particular target groups and CAN staff to research, identify and submit funding bids for specific programmes of work.
5. To work closely with the CAN staff team, to arrange consultations and focus group meetings with relevant target groups to gather information for the purpose of developing funding proposals.
6. To undertake any other duties that may be reasonably required in connection with the position.

Person Specification

	Essential	Desirable
1. Experience and knowledge:		
Proven track record in large to medium and small scale fundraising from a range of public and other funding bodies (minimum of 3 years experience)	*	
Community/voluntary sector funding	*	
Arts sector funding		*
An understanding of charities/ and or third sector.	*	
2. Qualifications and Training:		
Education to degree level		*
3. Special Skills and knowledge:		

Exemplary written skills, with the ability to write persuasive and innovative proposals	*	
Tendering for contracts		*
Partnership working	*	
Competent IT skills (Microsoft Office suite)	*	
Organisational skills	*	
Excellent negotiating skills	*	
Excellent literacy and numeracy skills	*	
Financial systems		*
The ability to create monitoring & evaluation plans which are realistic and achievable		*
4. Personal Qualities & Skills:		
Self motivated	*	
Excellent communication skills	*	
Strong interpersonal skills	*	
Ability to work collaboratively with creative professionals	*	
Ability to communicate well with external organisations	*	
Able to work flexibly & under pressure	*	
Systematic & thorough	*	
Ability to prioritise and manage a varied workload	*	
A commitment to the aims of the organisation including a willingness to work within the Equal Opportunities Policy Framework	*	
5. Circumstances:		
Ability to travel on company business	*	