

Development Assistant

RESPONSIBLE TO	Head of Development
WORKING WITH	This role will work closely with the Development Managers and the Executive Director, alongside the core NYT team, our Members and programme participants
WORKING HOURS	This is a permanent post working Tuesday to Saturday, 10:00–18:00, with additional hours as and when required to meet the needs of National Youth Theatre, and agreed with the Head of Development
SALARY	£22,568 (London Living Wage)
LOCATION	National Youth Theatre's National Creative Production House for Young People at 443-445 Holloway Road, London, N7 6LW and, as required, other venues where National Youth Theatre is delivering work. At the National Creative Production House, this will include our Administration Office and, particularly on Saturdays, our Reception desk.

About National Youth Theatre

National Youth Theatre (NYT) is a pioneering youth arts charity that nurtures creative expression, personal wellbeing and skills development, engaging thousands of young people around the UK every year aged 11-25 and up to 30 for D/deaf disabled and neurodiverse young people. Established in 1956 as the world's first youth theatre, we have nurtured the talent of hundreds of thousands of young people over the past 65 years. We inspire, nurture and showcase exceptional performers and theatre technicians from Great Britain and Northern Ireland, commissioning brave and relevant new writing and reinterpreting classic stories for our time. Every year we reach out across the country to engage thousands of young people and deliver skills-based courses for members and non-members. We also produce ambitious theatrical productions in leading theatres across the UK and around the world. More information on our programme may be found here www.nyt.org.uk and you can meet our young people and watch how we helped young people stay creative and connected in 2020 [here](#).

Our Culture

At the National Youth Theatre our vision is for a culture that is inclusive, creative and collaborative. We celebrate all the ways we are different and aim to create an environment where everyone can thrive and do their best work. We want our culture to create spaces where young people from around the UK can be together, be brave and create bold work. We ask everyone involved in making each project to approach it with generosity, curiosity, kindness and respect. We believe that we do better work together than we would apart and that our work is richer and stronger thanks to the different backgrounds and experiences that everyone in our company brings. Through our work we want to be connected and responsive to each other, our communities, our industry and the wider world. Whatever your background or wherever you're from, we invite you to support our mission to be a creative force for good at a critical time for young people, our industry and our world.

We are an equal opportunities and disability confident employer and we actively encourage disabled people and people from backgrounds currently underrepresented in our team and the arts workforce to apply. If you require any of this information in another format or have any access requirements to complete your application get in touch on jobs@nyt.org.uk / 020 7561 8661 and we'll do all we can to help. All disabled candidates who demonstrate that they meet the minimum criteria will be invited for an interview.

Main purpose of position

The main purpose of the Development team is to raise income for NYT from new sources and by maintaining and where appropriate increasing existing partnerships. Every year we deliver flagship inclusion programmes; access opportunities to reach young people who face barriers to participation; skills development training in acting, backstage theatre and creative leadership; theatre productions; and local, national and international projects to develop young people's confidence, talent and ambition.

NYT currently raises income via a variety of sources including Individual Giving through our Centre Stage Supporters scheme; Corporate Giving via our Investors In Talent scheme; a highly successful annual fundraising gala; and through an extensive and supportive network of Trusts and Foundations. We are a member of Arts Council England's National Portfolio of regularly funded organisations and we have recently secured project-specific grants from Arts Council England strategic funds including major grants from their Small Capital Grants programme for the capital redevelopment of our headquarters building and their National Lottery Project Grants for a national tour of new productions created by, with and for young people. Our fundraising work has been shortlisted for the Achatas Philanthropy Prize and our innovative partnerships include people and companies new to the arts sector.

The main purpose of the role is to work across the Development team to help NYT achieve its annual fundraising targets and to help us to tell the stories of the charity, our work and the young people whose lives we change to encourage new support, maintain existing support and enable us to report back to those people and organisations who have supported our work.

The team includes the Head of Development, the Development Manager – Events, Individual & Corporate, and the Development Manager – Trusts and Foundations. The 2 Development Managers work 4 days a week. The team occasionally employs freelancers to deliver specific projects or to support different initiatives. The work of the team is supported by a Development Board chaired by Joyce Hytner OBE. The Board are volunteers who are passionate supporters of the NYT's mission, sharing our belief in the importance of vital free and affordable opportunities in theatre for all young people. They support us in our drive to get our message out, enthuse and inspire others and crucially to bring in new supporters and donors to the organisation.

Key responsibilities

The Development Assistant will support the work of the Development team to support the raising income from a variety of sources and will have specific responsibility for capturing and creating the stories of the charity. We want to reflect and celebrate our work and the young people whose lives we change to encourage new support, maintain existing support and enable us to report back to those people and organisations who have supported our work, working with the team and colleagues across the charity to do this.

Impact of our work

- Create stories in different media, eg written, voice notes, filmed interviews, etc, to capture the impact of NYT's work on our young participants, working closely with NYT colleagues, freelancers and volunteers who lead, deliver and support this work

- Collate statistics and numbers that help tell the story about our work and our impact
- Share these stories specifically with those who support our work
- Work with our Communications Team to share these stories more widely

Trusts & Foundations

With the Development Manager, Trusts & Foundations:

- Identify and research potential new sources of grants and partnership opportunities
- Manage the team's system for these funding leads to ensure opportunities are not missed
- Support the creation of applications and proposals for grants from charitable trusts and foundations, with a particular emphasis on smaller grants in order to create a donor base for year-on-year giving
- Work with NYT's Communications team to ensure timely and effective communications with our trust and foundation supporters
- Oversee and co-ordinate reporting for grants secured, ensuring that all reports demonstrate impact and are submitted in line with funding agreements

Events

- Support the delivery of NYT cultivation, fundraising and stewardship events to raise income for NYT, achieving our annual financial budgets to enable NYT to deliver its programme
- Manage our guest lists for events to ensure we are in close contact with those who want to know more about our work

Individual & Corporate Fundraising

With the Development Manager, Events, Individuals & Corporates

- Work with the Development team and the Development Board to extend our networks and maintain relationships with existing supporters, ensuring NYT is presented appropriately and professionally at all times
- Work directly to increase the number of annual donors and the value of support from our NYT Angels scheme for lower level individual supporters
- Support the development and implementation of new ways of encouraging individual giving, eg crowdfunding campaigns, online donations via our website and in-person donations at our new venue, the National Creative Production House
- Manage our responses to donors from the team, ensuring our thanks reach those who give

Other

- Act as a point of contact for existing and potential funders and donors
- Create and maintain data records to support raising income in line with GDPR and all other relevant charitable regulations
- Coordinate correct and appropriate acknowledgement of funders, donors and supporters in all media and in line with best practice
- Have lead responsibility within the Development team for maintaining effective and up-to-date content for the Development areas of the NYT website, working with the Development and Communications teams to ensure NYT are our donors are best represented at all times
- Contribute to the development of the NYT Ethical and Risk Management Policy for Earned and Raised Income, and other structures as appropriate

General

- Have a good working knowledge of NYT's business and strategic plan and contribute to its implementation
- Attend NYT productions and projects including press nights and fundraising events where appropriate
- Represent the interests of NYT at meetings with stakeholders and partners, and at other events in consultation with the Development team

- Ensure that delivery complies with NYT data capture and information management procedures
- Support the implementation of monitoring and evaluation processes across NYT
- Provide relief cover at NYT's Reception Desk for our Venue & Visitor Assistants, in rotation with other permanent members of NYT's staff
- Operate within NYT's policy framework at all times
- Ensure that NYT's Diversity & Equality Policy; Equality, Diversity & Inclusion Action Plan; and Safeguarding Policy are adhered to at all times by freelance staff contracted
- Work within agreed budgets and always in the best financial interests of NYT and our charitable aims
- Maintain strong, clear and consistent communication across the Development team and the whole organisation
- Contribute to the smooth-running of the office and organisation
- Take part in regular staff meetings
- Undertake any other duties reasonably requested by senior team members as appropriate

Information

Training: This role is designed for a person who does not have previous experience of working in fundraising for the cultural or creative sectors. We are actively welcoming applications from people who want to develop their skills and understanding of fundraising for not-for-profit inclusive creative & physical drama activity for young people. NYT's Development team will ensure and encourage this learning.

The Development Assistant will participate in the Continuing Professional Development (CPD) opportunities offered by NYT and mandatory training in safeguarding, equality and intersectionality. They will also participate in Inclusive Practice Training and other opportunities to extend skills and experience.

DBS: In keeping with our Safeguarding Policy, employment with NYT is contingent upon the receipt of a valid Enhanced [Disclosure and Barring Service](#) (DBS) Certificate, which NYT can facilitate.

Volunteering: NYT offers all staff a voluntary 4 days of paid leave annually in order to volunteer within a charity or organisation that is intended to directly enhance our collective and individual awareness and understanding of diversity

TOIL: The role will qualify for time off in lieu (TOIL) in accordance with our staff policy, for hours worked outside of ordinary working hours and scheduled events to meet the demands of the Development Team

All NYT employees have access to an Employee Assistance programme operated by Health Assured.

Person Specification

Essential Experience and Characteristics

- Office experience
- Experience and confidence in using Microsoft Outlook, Word, Excel
- A can do attitude and ambitious spirit
- Ability to work effectively as part of a busy team
- Capable of working and adapting in a busy working environment, working to deadlines while maintaining a calm and friendly manner

- Confident communication style when dealing with supporters and potential supporters in person, on the phone and via online communication tools such as Zoom, Skype, Microsoft Teams
- Ability to put forward a compelling case both in writing and verbally
- Ability to adapt communication styles to a range of different audiences and purposes
- Proven ability to carry out tasks independently as instructed and use initiative when needed.
- A willingness to work flexible hours as required
- Strong understanding of and commitment to diversity in all its forms
- Personal understanding of and commitment to Equality of Opportunity
- An interest in and an understanding of the arts and creative sectors and the breadth of opportunities provided by NYT
- Personal commitment to inclusion and the delivery of arts or educational programmes to a broad range of participants and to removing barriers to participation that might otherwise exist

Desirable Experience and Characteristics

- Experience of the arts and creative sectors and the breadth of opportunities provided by NYT
- Current strategic understanding of opportunities, public policy and debates in education, arts and culture funding and provision
- Knowledge or experience of Safeguarding best practice (training will be provided)
- Professional understanding of and commitment to Equality of Opportunity