

**Development Officer**

Reporting to: **Artistic Director / Development Manager** | Location: **Belfast, Northern Ireland**

Duration: **Fixed Term\*** | Hours of work: **35 hours per week**

(including some evenings & weekends) | Salary: **£10.90/hr\***

Notice Period: **1 Month** | Probation Period: **6 Months**

Estimated Start: **November 2023**

\*Paid at the UK Living Wage

**ABOUT US**

Bruiser Theatre Company is one of Northern Ireland’s foremost independent theatre companies. We exist to excite, engage, and inspire both artists and audiences through our unique brand of physical theatre.

We create:

* International-quality productions, delivered by and for the people of NI;
* Essential professional development and educational opportunities for the young people of NI;
* An environment where our artists can fulfil their full creative potential.

Bruiser’s Aims and Objectives:

* Create powerful physical theatre experiences that enrich the lives of our audience and participants;
* Promote the professional development and education of young people to enable them to fulfil their full creative potential;
* Co-create challenging and rewarding opportunities with and for our participants;
* Be embedded in the cultural life of Northern Ireland.

**Job Description**

The Development Officer will work with the Artistic Director, Development Manager and Bruiser Team on developing and implementing Bruiser’s strategies for long-term sustainability.

This is an *entry level* position designed to support individuals seeking to enter into a career within the NI arts sector. The successful candidate will benefit from training in fundamental aspects of arts management, as well as hands-on experience in the field to enhance future job prospects and key skills.

Main Tasks and Responsibilities

Assisting with project management across Bruiser’s annual programme

* Assisting with the coordination and delivery of all projects and activities
* Assisting with sourcing more economical and efficient budget items
* Helping to maintain accurate project budgets and records income/expenditure
* Working with the project team to ensure all activity remains within budget
* Collating evaluation data and assisting with evaluation reports

Support the Artistic Director and Bruiser Team with company administration

* Assisting with the efficient management of Bruiser’s email accounts/social media channels
* Distribution of agendas, minute taking of meetings and drafting of papers/summary report
* Processing and filing data and information relevant to company activity in line with GDPR regulations and Bruiser’s Data Handling Policy

Assist with the implementation of Bruiser’s Renewal Strategy

* Identifying suitable grants and drafting funding applications
* Assist with the development and sale of products and services that fulfil our charitable purposes and meet the needs of our beneficiaries

Assist with the fulfilment of Bruiser’s Marketing and Audience Development Strategy

* Helping to maximise brand visibility and awareness
* Social media and wider digital content creation/distribution
* Work with Bruiser’s Team to diversify and broaden our audience base/network
* Assist with project and production specific marketing efforts

Assist with the fulfilment of Bruiser’s Environmental Policy and Action Plan

* Help Bruiser operate in a more environmentally sustainable manor and assist with the implementation of our recently redeveloped Environmental Policy and Action Plan

**Essential Criteria**

Applicants must be able to demonstrate the following:

A degree level qualification in the arts (or equivalent)

PLUS experience working in project management/delivery.

OR

A minimum of 3 A levels, grade C or above (or equivalent qualifications)

PLUS a minimum of 2 years’ experience working in the third sector.

Applicants *must* be able to demonstrate the following:

A passion for arts and culture, with a firm commitment to professional development.
Excellent oral, written and interpersonal communication skills in dealing with individuals and groups at all levels; including the ability to develop and maintain relationships and networks.

**Desirable Criteria**

Previous office/administration experience;

Previous experience within the community/charity/voluntary sector;

Previous experience within the charity sector.

Please complete and return the following Application Form and Equal Opportunities Monitoring Form to lara@bruisertheatrecompany.com no later than **12PM** on **Monday 30th October 2023**.

\*This fixed term position is funded by the Art Work Covid-19 Recovery Programme Employment and Skills Initiative from Future Screens NI and the Department for Communities, and will come to competition at the end of the grant period.

**Development Officer**

**Application Form**

| FORENAME(S) |  |
| --- | --- |
| SURNAME |  |
| ADDRESS |  |
|  |
|  |
| Post Code: |
| ADDRESS FOR CORRESPONDENCE(If different from above) |  |
|  |
|  |
| Post Code: |
| PHONE NUMBER |  |
| MOBILE NUMBER |  |
| EMAIL ADDRESS |  |
| Do you hold a clean driving licence?(Mark with X or delete as appropriate) | Yes | No |
| Do you have access to personal transport for work purposes?(Mark with X or delete as appropriate) | Yes | No |

**INTERVIEW REQUIREMENTS**

As an equal opportunity employer we wish to ensure that all applicants have the opportunity to perform to the best of their ability in an interview situation. Please let us know below if you require reasonable adjustments or arrangements to enable you to attend for interview:

|  |
| --- |

**EMPLOYMENT BACKGROUND**

Detail your employment / self employment (and unemployment), as applicable.

Please begin with your most recent employer:

| DATESFrom - To | EMPLOYER’S NAME ADDRESS, TEL NO. | POST AND NATURE OF WORK/DUTIES | SALARY AND REASONFOR LEAVING |
| --- | --- | --- | --- |
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**EDUCATIONAL BACKGROUND**

Please provide details of your academic achievements:

| DateAwarded | Subject / Title | Type of qualification i.e. GCSE /A Level / NVQ / Degree / Professional Qualification etc. | Grade / Result |
| --- | --- | --- | --- |
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**TIME NOT ACCOUNTED FOR**

Give brief details of any time not accounted for in the above education and employment sections.

(Max 500 Words)

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**PREVIOUS EXPERIENCE**

Please outline your experience and skills in relation to the criteria for this position.

(Max 500 Words)

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| --- |

**CANDIDATE SUITABILITY**

Please outline your interest in this position / working with us.

(Max 500 Words)

|  |
| --- |

**REFERENCES**

Please provide two references to support your application.

References must not be a family relative of the applicant and have given the applicant consent for us to contact them for shortlisting purposes.

Reference 1

Full Name:

Relationship to Applicant:

Address:

Phone Number:

Email Address:

Do we have consent to contact this person in relation to this job application? Yes / No

Reference 2

Full Name:

Relationship to Applicant:

Address:

Phone Number:

Email Address:

Do we have consent to contact this person in relation to this job application? Yes / No

**DECLARATION**

I confirm that I am aged 16 or over and that the information I have given is correct and accurate to the best of my knowledge and belief.

I undertake to inform Bruiser Theatre Company in writing of any changes in my circumstances which may occur between the date of my application and any possible date of appointment.

I understand that if I am found to have suppressed any material fact or to have given information that is false or misleading, I will be liable to disqualification or, if appointed, to dismissal.

I agree to my current employer/previous employer or other party being approached to verify my employment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_

**EQUAL OPPORTUNITIES MONITORING FORM**

This information will be used only for monitoring the effectiveness of Bruiser Theatre Company’s equal opportunities policy and to comply with obligations under the requirements of the Fair Employment and Treatment (Northern Ireland) Order 1998. It will not play a part in the appointment process and will be treated in the strictest confidence.

**COMMUNITY BACKGROUND**

Please tick the appropriate box:

☐ I have a Protestant community background

☐  I have a Roman Catholic community background

☐  I have neither a Protestant nor a Roman Catholic community background

**MARITAL STATUS**

Please tick the appropriate box:

☐  Single

☐  Married/Co-habiting/Civil Partnership Widowed

☐  Separated/Divorced

**GENDER**

Please tick the appropriate box:

☐ Male   ☐  Female   ☐ Intersex  ☐ Non-binary  ☐ Prefer not to say

If you prefer to use your own gender identity, please write in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the gender you identify with the same as your gender registered at birth?

Yes ☐       No ☐      Prefer not to say ☐

**AGE**

16-24  ☐     25-29  ☐     30-34   ☐      35-39   ☐    40-44   ☐    45-49     ☐

50-54   ☐       55-59  ☐     60-64  ☐    65+   ☐      Prefer not to say    ☐

**ETHNICITY**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

☐ Asian or Asian British/Irish/Northern Irish

☐ Black, African, Caribbean or Black British/Irish/Northern Irish

☐ Mixed or Multiple ethnic groups

☐ White

☐ Other

☐ Prefer not to say

If other, please write in:

**DISABILITY / HEALTH CONDITION**

Do you consider yourself to have a disability or health condition?

Yes ☐  No ☐   Prefer not to say ☐

If ‘Yes’, what is the effect or impact of your disability or health condition on your work?

Please write in here:

**SEXUAL ORIENTATION**

What is your sexual orientation?

Heterosexual   ☐       Gay   ☐     Lesbian   ☐     Bisexual ☐  Asexual   ☐

Pansexual ☐  Undecided    ☐      Other    ☐  Prefer not to say     ☐

If ‘Other’ or you would prefer to use your own identity, please write in:

**RELIGION / BELIEF**

What is your religion or belief?

No religion or belief  ☐      Buddhist  ☐   Christian   ☐     Hindu    ☐

Jewish    ☐    Muslim     ☐     Sikh   ☐  Prefer not to say   ☐

If other religion or belief, please write in:

**DEPENDANTS**

Do you have caring responsibilities? If yes, please tick all that apply:

☐ None

☐ Primary carer of a child/children (under 18)

☐ Primary carer of disabled child/children

☐ Primary carer of disabled adult (18 and over)

☐ Primary carer of older person

☐ Secondary carer (another person carries out the main caring role)

☐ Prefer not to say

**Thank you for taking the time to complete the Application Form and Equal Opportunities Monitoring Form for the Development Officer position with Bruiser Theatre Company.**

**Please return the completed document via email to** **lara@bruisertheatrecompany.com**

**at your earliest convenience, and no later than 12PM on Monday 30th October 2023.**