

THE THEATRE CHIPPING NORTON

2 Spring Street | Chipping Norton | Oxfordshire OX7 5NL

Dear Applicant,

Many thanks for your interest in the role of Bid Writer at The Theatre Chipping Norton. Please find enclosed further details, including Job Description and Person Specification.

If you wish to apply, please send an up to date CV along with a covering letter detailing your suitability for the role to operations@chippingnortontheatre.com.

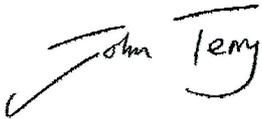
The Position: Part time to suit the needs of The Theatre and the post holder. Likely to be around 3-5 hours per week, but could also be on a project by project basis. Initially offered on an 12 month contract. We are looking for the right person and would be open to any conversation about how this might come about.

Closing date: Weds 12 July at 10:00am

Salary: £15 p/h, negotiable

If you have any further questions or queries about the post, please contact Jo on operations@chippingnortontheatre.com or 01608 649 101.

Thanks for your interest.

A handwritten signature in black ink that reads "John Terry". The signature is written in a cursive style with a large initial 'J' and 'T'.

John Terry (Director)

Context:

Chipping Norton Theatre is a restlessly busy and ambitious theatre and arts centre in the Cotswolds. Bringing over 50,000 people every year to a town of little over 6,000, The Theatre delivers a year-round programme of theatre, comedy, music, film and participatory activities for audiences across the region. More recently, we have grown as a producing house, creating three major productions each year and growing a stronger and more loyal audience as a result.

The Theatre, sited in a Victorian former Salvation Army Citadel, is a charming and warm environment for this wide range of activities. In addition to the main 200+ seat auditorium, we have a range of workshop and rehearsal spaces and a gallery exhibiting local and national artists.

We are recruiting to refill this position, which sits alongside our Fundraiser and Director. We have a small fundraising department, but all staff at The Theatre contribute to supporting our fundraising activities. On a yearly basis, we look to raise around £30,000 from Trusts and Foundations to support our core activities, with other larger projects on top of this. Currently we are launching a campaign for a full seating and flooring replacement in the auditorium, which this post holder would take a significant role in.

The post holder would be expected to visit the office occasionally to meet with other staff, but can on the whole work from home if that is preferred.

Bid Writer - Person specification:

Essential

- A proven track record of raising substantial income on an annualised basis through bid writing.
- Experience of researching and writing detailed proposals to obtain funding from various sources.
- Good understanding and knowledge of trusts, statutory and lottery fundraising and the arts sector.
- IT literate with strong administrative skills (manual and computerised).
- Experience in collating monitoring information for reports on grants from statutory and lottery funders, and from charitable trusts and foundations.
- Excellent verbal and written presentation and communication skills including the ability to write funding briefs, reports, proposals and correspondence.
- Self-motivated and enthusiastic with the ability to set priorities and manage multiple tasks in a timely manner under minimal supervision.
- Experience of working independently to drive and deliver multiple projects.
- Enjoys the arts, in particular theatre!

Desirable

- Knowledge of the local area.

Bid Writer - 2017

**The Chipping Norton Theatre Ltd
2 Spring Street, Chipping Norton, Oxfordshire, OX7 5NL**

Job Description

The Bid Writer is responsible to the Fundraiser.

These posts leads on sourcing potential funding streams, gathering the information required, writing the applications, and managing any follows.

This role is conceived as a casual role depending on current requirements, but is expected to be on average 5 hours a week.

The primary responsibilities of the role are:

- Lead on bid writing and applications in line with donor and organisational requirements; ensuring deadlines for new applications and reporting are met.
- Maintaining and strengthening relationships with existing and potential funders through updates and any correspondents requested.
- Undertake research as required to compile prospect's lists of trusts and foundations to apply for
- Work closely with the Fundraising Officer and other staff members on specific funding briefs.
- Manage current funders, including compiling and producing progress reports.
- Maintain up to date and accurate paper and electronic files on funders and prospects
- Ensure all donors are promptly thanked within standards set for response times.
- Attend meetings with The Theatre's Fundraising Committee every quarter and report to the members on application progress, and upcoming application submissions.
- Work closely with the fundraising Officer on ad hoc fundraising events or campaigns as and when.

JL, May 2017