



Development Officer

RECRUITMENT PACK

Perth Theatre and Concert Hall
Mill Street
Perth PH1 5HZ



Who We Are

Central to local cultural life for over 120 years, Perth Theatre and Concert Hall create life affirming, shared experiences in the performing arts that ignite the imagination and make living more meaningful. Our world-class venues, award-winning programming and inclusive learning and engagement projects play an essential role in stimulating positive wellbeing within the communities we serve, benefitting the local economy and raising the profile of the area.

Perth Theatre and Concert Hall is the trading name of Horsecross Arts Ltd, the charitable organisation established in 2005 to run both venues. Horsecross Arts Ltd is registered in Scotland, no. SC301328 and a charity no. SC022400.

"It's one of the things that attracted me to Perth... the cultural life... it seems it's fantastic. There's a great variety in the theatre and the concert hall... we're so lucky!" Audience Member



Our Vision & Mission

"To ensure the performing arts are essential to our communities."

From our base in Perth City and across Scotland at large, our mission is to use the performing arts to inspire, explore, connect, and educate, as sustainably as possible:

Inspire - as a source of entertainment, enlightenment, joy, and wellbeing;

Explore - forging into the new, inventing fresh approaches and developing different ways of working;

Connect - with our communities, meeting their needs, striving to include everyone;

Educate - by supporting learning and training across our whole range of activities for staff, participants, the sector, and future generations.

IDEA – Inclusion, Diversity, Equality & Accessibility

Perth Theatre and Concert Hall is working to ensure our organisation is fully representative of the communities we engage with locally and nationally. We believe in the transformative power of the performing arts and understand that embracing diversity of backgrounds, experiences, skills, cultures, and outlooks is critical to fulfilling our Vision.

We start from a position of inclusion being fundamental to all our activities. We are committed to providing life-enhancing experiences for everyone, whatever their age, background, ethnicity, gender, geographical location, physical or mental ability, religion, sexual orientation, social conditions, work or employment status. Necessarily, our approach steps beyond the letter of the law to achieve this.

Our commitment to IDEA will be central to all our policies and processes, from recruitment and operations to the delivery of our public engagement, performances, and events. Undertaking continual review and training, we will closely monitor, and be transparent about, our progress.

The Role

Job Title: Development Officer

Status: 37.5 hours

Reports to: Development Manager

Salary: £24,258

The Development Officer will support the Development Manager and Head of External Relations in delivering the organisation's fundraising strategy to grow charitable income across individual and corporate giving. The post-holder will work with the Development Manager and the other Development Officer to maximise existing and develop new income streams, in addition to regular reporting to funders.

This job description details the principal purpose and main elements of the job at this time. It is a guide to the nature of the main duties as they currently exist but it is not intended to be all-inclusive. The post holder is expected to work flexibly and respond positively to changing business needs.

Duties and Responsibilities

Role Summary

- Be the first point of contact for the Development team, handling a wide range of enquiries in person, by phone, email, and letter in a professional and timely manner.
- Build strong relationships across the organisation and with supporters, funders, sponsors, and key stakeholders through efficient administration and excellent donor care.
- Support the Development Manager in researching and preparing corporate sponsorship bids.
- Deliver exceptional supporter stewardship, ensuring donors feel valued and engaged while encouraging repeat and increased giving.
- Work with the Development Manager to develop the Friends of Perth Theatre and Concert Hall and 125 Club, ensuring members receive a high-quality experience.
- Work with the Development Manager to support and expand the major donor programme through research, engagement, and stewardship activities.
- Support the planning and delivery of fundraising events, ensuring they run smoothly and provide meaningful engagement opportunities.

Key Tasks

Individual & Corporate Giving

- Maintain and develop PTCH's regular giving Friends scheme as well as our new Patrons level and our 125 Club, working with the Development Manager in identifying, cultivating, and soliciting support from prospective donors, and delivering agreed donor benefits;
- Support donor engagement efforts by making tailored fundraising asks through email, events, and personal communications, with guidance from the Development Manager.
- Assist in prospect research and stewardship activities for major donors
- Maintain Development's database, ensuring regular donor details and giving histories are accurately updated;

- Compile and issue fundraising and donation renewal materials for regular donors as necessary;
- Ensure regular donors are thanked for their gifts in a personal and timely manner and receive appropriate recognition;
- Support the Development Manager in the coordination and delivery of fundraising events, including guest management, logistics, and donor stewardship
- Contribute to the training and support of Marketing, Ticketing Services and Visitor Experience in making one-off asks such as around 125 Live!.

Special Projects

- Together with the Development Manager, work with our Legacy Partner and internal stakeholders to promote and deliver a Legacy Giving programme.
- Work closely with the Development Manager to secure major and regular giving donors towards 125 Live! And ensure appropriate stewardship of supporters in the lead up to the event, during the event and follow-up after the event.

Financial Management

- Provide accurate and efficient processing, logging, and acknowledgement of individual giving payments;
- Ensure accurate logging and tracking of donations and work with Finance to support reconciliation and Gift Aid claims as required;
- Comply with PTCH's financial procedures.

General

- Learn about PTCH's work and develop confidence in communicating its impact to donors and stakeholders;
- Support the Development Manager, Head of External Relations and Director by contributing to major bids and sponsorship proposals via research, proofing and editing;
- Explore new income generation opportunities for the organisation, as directed by the Development Manager;
- Collaborate with Marketing to increase the profile of Development activities and ensure fundraising messages are seamlessly integrated into wider communications;
- Keep Development content up-to-date on the website, refreshing and replacing as required;
- Maintain a presence for the organisation at external meetings, conferences, or other networking opportunities, where appropriate;
- Comply with PTCH's charitable objectives and organisational procedures;
- Support the implementation of PTCH's EDI and Green policies;
- Undertake ongoing professional development and training as required;
- Undertake other relevant tasks as required, in line with the role and organisational needs

What We're Looking For

Essential:

- Experience of fundraising and working in or with a charity;
- Successful track record of securing grants;
- Experience of liaising with funders;
- Experience of researching funding opportunities;
- Excellent relationship management skills including discretion and cultivation;
- Knowledge of fundraising best practice;
- Able to work well with colleagues, departments and within a team office environment;
- Ability to write compelling bids and correspondence;
- Excellent communication skills;
- Positive, calm, methodical approach with the ability to show flexibility as needed;
- Able to prioritise and remain resilient in the face of multiple demands upon time and a busy workload;
- Self-motivated and managing;
- Able to use initiative, overcome obstacles and problem solve;
- An interest in and commitment to the arts and the work of Perth Theatre and Concert Hall.

Desirable:

- Experience of developing or managing budgets;
- Experience of extracting information from financial accounts;
- Experience of using a CRM system;
- Event management experience;
- Experience of maintaining accurate records;
- Confidence in working with audiences and members of the public.

Terms & Conditions

Salary: £24,258 per annum paid monthly by bank credit transfer on the last working day of the month. No paid overtime or infringements are payable;

Annualised hours of 37.5 hours per week (1,950 per annum).

Annual Leave entitlement is 30 days (rising by 2 days after 3 years' service plus an additional 3 days after 5 years' service) including 10 days Public Holidays (4 fixed – Christmas Day, Boxing Day, New Year's Day, 2nd January).

The Company operates auto-enrolment and has a Pension Scheme in place. We will comply with legislation around auto-enrolment including opt-in and opt-out arrangements.

This role is subject to a 6-month probationary period. During probation, notice will be 1 week, and subsequent to the successful completion of probation, notice shall be 3 months.

How to Apply

Deadline: 17 March 2025

Interviews: w/c 24 March 2025

To apply, please submit your CV and a covering letter detailing relevant experience and interest in the role to:

recruitment@perththeatreandconcerthall.com