



Vision

Synergy believes that theatre can be transformative, change perceptions, and open up new possibilities towards a more positive future. We live in a world where some of the most disadvantaged are over-represented in the criminal justice system and are more likely to suffer social exclusion. Our vision is to work through theatre towards a fairer world where those within or at risk of entering the criminal justice system can discover alternate pathways and become an integral and meaningful part of society.

Mission

Synergy seeks to create a ground-breaking, interrelated programme of artistic work which harnesses the energy, instincts, and life experiences of those we work with – prisoners, ex-prisoners, young offenders, and young people at risk of offending – gives them a voice and, in doing so, their dignity back. We want to inspire change by capturing the imagination and affecting the feelings, behaviours and attitudes of participants and public, whilst doing our part to influence the arts and criminal justice sectors towards systemic change.

Our work

Our work provides practical opportunities which develop beneficiaries' skills, capabilities and resilience, builds a bridge from prison to social reintegration, provides vital support to rehabilitation, and seeks to prevent young people from entering the criminal justice system. Our overall aim is to support desistance from crime. We do this through:

- Producing high quality theatre and film produced across prisons, mainstream theatres and schools, that uniquely bring together professional artists with prisoners and ex-prisoners to create and perform urgent and authentic work, representing unheard voices on the stage;
- Offering theatre-based training for prisoners and ex-prisoners through our recently established Synergy Studio, with its growing focus on skills accreditation, progression routes, and pathways into education, training and employment;
- Challenging mind sets and offering alternate pathways for young people at risk of offending through our Young People's Programme of projects and productions that utilise the life experience of trained ex-prisoner facilitators;
- Engaging the public through performances, debates, access to prisons, and a chance to hear directly the stories of those involved in the criminal justice system;
- Working to promote the impact of the arts within the rehabilitation and desistance agendas, seeking to influence approaches, to share expertise, and to effect institutional and system change, and working with mainstream cultural institutions and artists to connect them to new experiences and lives.

Synergy has a proven track record in delivering high quality and critically acclaimed work and has produced: 28 theatre productions, 97 theatre-based courses for prisoners and ex-prisoners, 73 young people's projects, 4 national prison scriptwriting competitions, 54 rehearsed readings and two short films. Over 1,400 prisoners and ex-prisoners and 4,500 young people and young people at risk have participated in projects, reaching audiences over 37,000 including 15,000 young people.

Synergy's current partners include the Royal Court, Young Vic and Unicorn Theatres, Theatre503, HMPs Thameside and Whitemoor, YOI Isis, NOMS and schools, youth offending teams and pupil referral units across London. The company's last four mainstream productions have played to sell-out audiences and received 4- and 5-star reviews across the national press and two productions for young people also received the Brian Way and Writers' Guild Awards.

Synergy is seeking a Development Manager to build on existing and develop new funding relationships to help realise its long-term artistic and organisational ambitions.

For further information about the company's work visit: www.synergytheatreproject.co.uk

JOB DESCRIPTION

JOB TITLE: Development Manager

REPORTS TO: General Manager

JOB PURPOSE SUMMARY

- Identify and plan funding approaches in support of Synergy's aims and objectives, with a particular focus on applying to charitable trusts, Lottery and other grant-giving bodies, in order to deliver annual fundraising target of £350,000+
- Manage current funding relationships, providing excellent donor care and building relationships with funders who can support the charity's work long-term
- Develop other fundraising strands, including individual giving and corporate support.

JOB RESPONSIBILITIES/MAIN DUTIES

- Lead fundraising at Synergy, developing a practical three-year fundraising plan and a clear case for support
- Submit compelling, accurate and targeted proposals to charitable trusts and foundations, and other grant-giving bodies, in support of Synergy's work
- Manage funding agreements and submit regular reports and updates to funders, including quarterly reports to the Big Lottery Fund
- Work with the General Manager, Artistic Director and Board of Trustees to identify Trustees and networks, and use these contacts strategically and appropriately in fundraising approaches
- Develop a comprehensive rolling programme of targeted trust applications, undertaking appropriate planning so that potential approaches are timely and considered
- Research new funding opportunities from charitable trusts and other grant-giving bodies
- Develop relationships with key contacts in each funding organisation, cultivating support and more deeply engaging funders with Synergy's work
- Explore opportunities for Synergy to diversify its funding, including regular giving, major gifts and corporate support and statutory grants
- Support the Artistic Director and General Manager on developing relationships with key stakeholders such as Arts Council England and Big Lottery Fund
- Ensure that Synergy is maximising tax effective giving and complying with HMRC and VAT in its fundraising
- Maintain accurate fundraising records
- Develop a fundraising and marketing database with the General Manager, which supports and tracks communication with external stakeholders
- Monitor trust budgets to maximise income and deliver excellent cost to income ratios
- Adhere to the highest standards of fundraising best practice
- Represent Synergy in fundraising networks and industry events
- To carry out any other reasonable duties, which are consistent with the skills, abilities and position of this role

Essential skills and attributes

- 3+ years in fundraising and track record of successfully applying to charitable trusts and foundations
- Experience of managing grants from charitable trusts for a range of projects
- Experience of individual giving, and building relationships with patrons and major donors
- Ability to communicate with a wide range of stakeholders and build relationships easily
- Highly motivated and proactive
- Strong time-management skills and ability to manage multiple priorities and deadlines
- Excellent verbal and written communication and interpersonal skills
- Accuracy and meticulous attention to detail
- Demonstrable knowledge of latest fundraising trends
- Knowledge of the new General Data Protection Regulation (GDPR) and its impact on fundraising communications or willingness to undertake training

Desirable skills and attributes

- Experience of managing Big Lottery Fund and statutory funding
- Experience within an arts organisation.

Terms of employment

- Contract: Permanent. Subject to a six-month probationary period with three-month review
- Salary: £30,000-£33,000 pro rata
- Holiday: 28 days pro rata
- Hours: 24 per week (3 days per week or working flexibly)
- The post will be offered subject to a satisfactory Enhanced DBS Disclosure.

Application procedure *(CVs will not be considered)*

Please download the application form from Synergy's website:

<http://www.synergytheatreproject.co.uk/news-item/synergy-is-recruiting/>

Email your completed application to info@synergytheatreproject.co.uk with 'Development Manager application' in the subject field.

Or post to: 'Development Manager application'

Synergy Theatre Project, 8 St. Thomas Street, London SE1 9RR

Closing date for applications:

10am Monday 8 October 2018

Interviews will be held:

Week commencing 15 October 2018