



## **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. We do this through:

- Producing high quality theatre and film for 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 Synergy Studio, with its focus on creative development, progression routes, and pathways into education, training and employment;
- Challenging mindsets, unlocking creative potential and offering alternative 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;
- Providing role-play training through Synergy Services, which contributes to professional development for criminal justice sector staff and offers ex-prisoners paid employment, a platform to share their experiences and the opportunity to influence systemic change;
- 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 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: 30 theatre productions, 120 theatre-based courses for prisoners and ex-prisoners, 93 young people's projects, 5 national prison scriptwriting competitions, 70 rehearsed readings and two short films. Over 1,400 prisoners and ex-prisoners and 4,900 young people and young people at risk have participated in projects, reaching audiences over 42,000.

Synergy has an excellent reputation and works with many long-term partners including the Royal Court, Young Vic and Soho Theatres, numerous prisons and schools, youth offending teams and pupil referral units across London. The company's last five mainstream productions have played to capacity audiences and received 4- and 5-star reviews across the national press with two productions for young people receiving 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](http://www.synergytheatreproject.co.uk)

## **JOB DESCRIPTION**

**JOB TITLE:** Development Manager

**REPORTS TO:** General Manager

### **JOB PURPOSE SUMMARY**

- Develop and implement an effective fundraising strategy which aligns with Synergy's priorities, strategic plan and forecasted expenditure
- Identify and plan funding approaches in support of the organisation's aims and objectives, with a particular focus on applying to charitable trusts, Lottery, statutory 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.

### **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, statutory and other grant-giving bodies, in support of Synergy's work
- Develop and steward relationships with key contacts in funding organisations, ensuring that they receive timely updates and reports on the impact of their support
- Develop a comprehensive rolling programme of targeted trust applications, undertaking appropriate planning so that potential approaches are timely and considered
- Develop and maintain a fundraising database which tracks applications and communication with external stakeholders
- Research new funding opportunities from charitable trusts, statutory and other grant-giving bodies
- Explore opportunities for Synergy to diversify its funding, including regular giving
- Work with the General Manager, Artistic Director and Board to identify Trustees and networks, and use these contacts strategically and appropriately in fundraising approaches
- Support the Artistic Director and General Manager on developing relationships with key stakeholders such as Arts Council England
- Ensure that Synergy is maximising tax effective giving and complying with HMRC and VAT in its fundraising
- 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
- 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**

- Education to Degree level or equivalent
- Experience of managing statutory funding
- Experience of individual giving, and building relationships with patrons and major donors
- Experience within an arts organisation

### **Terms of employment**

- Contract: Permanent. Subject to a six-month probationary period with three-month review
- Location: London office (with future blended working option). Currently home-based as per government guidelines
- Salary: £31,000-£33,000 (pro rata if not full-time) dependent on experience
- Annual leave: 25 days plus Bank Holidays (pro rata if not full-time)
- Hours: Full-time, ideally; flexible working and part-time working requests will be considered (minimum 3 days per week)
- The post will be offered subject to satisfactory references and an Enhanced DBS check

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### **Application procedure**

Please **download the application form from Synergy's website** along with the equality and diversity form which will be separated from your application and kept anonymised.

Please email your application and CV to: **info@synergytheatreproject.co.uk** with 'Development Manager application' in the subject line

**Closing date for applications:** 10am Monday 9 November 2020

**Online first interviews will be held:** Week commencing 16 November 2020

Thank you very much for your interest. We look forward to receiving your application.

*Synergy Theatre Project is an equal opportunities employer. We welcome applications from all groups, especially those underrepresented in the arts, and actively encourage those from diverse backgrounds to apply.*