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## **Interim Development & Fundraising Lead (Freelance) Applicant Information Pack**

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# A home for the extraordinary

**We harness the incredible power of art, creativity and collective imagination to create a better future for everyone. A future that is more inclusive, more sustainable and more equitable.**

## **Mission**

We work with extraordinary people to create ideas that reimagine what's possible, inspiring positive change for both individuals and their communities.

We love to take creative risks, providing people who are often underserved or ignored by others, the space and the freedom to share bold new ideas that can inspire us all.

We are a learning organisation, and we're open about the times we succeed spectacularly and fail gracefully, as we believe this transparency helps us all to achieve extraordinary things.

## **Values**

We live by the old town hall motto, inscribed on our beautiful building;

Not for me, not for you, but for us.

This is our guiding principle; our code of conduct, the north star for everything we do. Our aim is to always work compassionately, collaboratively and generously with others for the greater benefit of everyone.

## Introduction & How to Apply

Thank you for your interest in the role of Interim Development & Fundraising Lead for The Agency at Battersea Arts Centre (BAC). You will find information about the role and the person specification in the following pages. Before you fill out an online application form, please read the information included here.

Please use the online application form to apply. A link to the form can be found on the [Work With Us](#) page of our website. You will need to upload your CV as part of the online application.

All applications must be submitted by 10am **Tuesday 6 May 2025**. Successful shortlisted applicants will be invited to attend an interview during the week commencing **Monday 12 May 2025**. Interviews will take place online via Teams or Zoom. We can provide a BSL interpreter if required.

We particularly welcome applicants with lived experience of disability and people from groups that are currently under-represented in the arts sector. If you share a commitment to BAC's mission and values, we want to hear from you.

We have provided different methods of capturing your application information (written text, audio and video) as a part of our commitment to ensuring that our application process is accessible. It is your responsibility as a candidate to ensure that your application text, audio or video is in a format that can be accessed by our shortlisters. BAC does not take responsibility for any incorrect or inaccessible links provided in an application, and we may have to reject your application.

If you would like further information, support with access requirements or an informal chat about the post please contact us by email at [recruitment@bac.org.uk](mailto:recruitment@bac.org.uk). We look forward to receiving your application

## **Working at Battersea Arts Centre**

BAC's office is an open-plan shared space on the second floor of our building, Battersea old Town Hall, accessed by two sets of stairs or a lift. BAC is wheelchair accessible throughout. The nearest wheelchair accessible station is Clapham Junction and the route is 0.6 miles, uphill. There is a disabled parking bay on Theatre Street next to the building. There are accessible toilets and a mix of loud and quiet spaces.

BAC is an innovative and diverse organisation and has around 60 members of staff. A culture of development and support is fostered through a combination of line management, in-house coaching, and individual supporter and mentor schemes. Given the nature of this is a role, it can be worked remotely from anywhere in the UK. The Agency national team is split between London and Manchester.

BAC operates a **Dynamic Working** policy. This means we aim to create an environment that values experience and empowers colleagues to balance their professional and personal lives. It promotes inclusion and considers our whole team, creating a culture that respects the 7 day a week operational venue, with a range of skills, roles and requirements. The office is open every

day from 9am and staff are on site at various times depending on their roles. Most meetings take place between 10am and 4pm and many of these will include an option to join online.

In general, those with admin focused roles work during the week and do a mix of days in the office and alternative locations.

The role will involve some meetings, communicating via phone / video, email and in person, and using a computer for several hours across the day. Some evening and weekend work may be required as part of this role, plus travel to external partner meetings and events if the role requires it.

## **The Role**

**Responsible to:** **National Programme Manager**

**Working Closely with:** **The wider Agency Team, and BAC Development team**

This role will be part of BAC's **The Agency Team**. It may be expected to contribute to a range of projects, but the role will primarily lead on all our fundraising work as set out below, for The Agency Programme. This contract is remote/flexible and can be delivered from anywhere in the UK. Some travel to in-person meetings or events may be required and agreed in advance.

## **General Description**

### **About The Role**

The Agency is seeking an experienced and Development & Fundraising Lead to help drive forward our income generation strategy at a pivotal time of growth and transition. With a strong fundraising proposal already in place and a clear direction of travel towards becoming an independent CIO, we're looking for someone who can hit the ground running and support us to secure targeted funds and key bids, while laying foundations for longer-term fundraising success.

You'll work closely with the National Programme Manager and wider team to shape and implement strategic fundraising approaches, contribute to high-value proposals, and cultivate funder relationships across trusts and foundations and statutory sources.

## **About The Agency**

The Agency is a collaborative project directed at engaging and empowering young people within local communities to plan, structure and deliver their own projects. Using a methodology developed for working with young people living below the poverty line in Brazil, the project provides development opportunities for young people in the UK, helping them to launch social enterprises and ambitious projects that positively impact the local area. The Agency is a National Programme established in 2013. It has been run Manchester, London, Chester, Belfast, Cardiff and Southampton. The Agency has also piloted in Feltham Young Offenders Institute for boys aged 15-17. With sustained support from our funders we are building on the strong foundations of the programme to continue to grow nationally, with more partners interested in the social impact of this creative methodology. This is an exciting time to join as in 2025, The Agency is becoming its own organisation, with a phased transition in to being fully operational in 2026.

## ***Key Responsibilities***

- Lead on developing and submitting funding applications, particularly those aligned with our business plan and transition priorities.
- Identify and pursue strategic opportunities for income generation including:
  - Trusts and foundations (e.g. Paul Hamlyn, Calouste Gulbenkian Foundation, The National Lottery Community Fund)
  - Statutory bodies (e.g. DCMS, local authority youth or innovation funds)
  - Corporate CSR partnerships

- Support the establishment of The Agency's first major fundraising campaign under the new CIO.
- Develop a funder mapping document to guide future income generation. Advise on the structure of a longer-term Development & Partnerships Lead role. Contribute to strategy around earned income streams and corporate training pilots, in collaboration with programme staff and alumni where appropriate.



## Person Specification

When we shortlist, we use these criteria to select the best matched candidates.

Criteria	Description
<b>Knowledge:</b> the understanding of a subject or information that a candidate has	Essential <ul style="list-style-type: none"><li>• Understanding of the UK funding landscape relevant to youth, arts, social justice and innovation sectors.</li></ul> Desirable: <ul style="list-style-type: none"><li>• Knowledge of or experience within arts, community and youth sectors.</li></ul>
<b>Experience:</b> the practical application of the knowledge that a candidate has acquired through working or living	Essential <ul style="list-style-type: none"><li>• Proven track record of raising income from a mix of funders (trusts, corporates, statutory).</li><li>• Experience of writing compelling funding proposals with evidence of securing five- or six-figure grants.</li><li>• Familiarity with co-creation, youth voice, or participatory approaches.</li></ul> Desirable <ul style="list-style-type: none"><li>• Experience supporting new organisations or start-ups with fundraising strategy.</li></ul>
<b>Skills:</b> the specific abilities that a candidate has acquired through practice or training	Essential <ul style="list-style-type: none"><li>• Strong written and verbal communication skills with ability to translate impact into persuasive narrative.</li><li>• Collaborative, responsive, and self-motivated – able to deliver within a fast-moving environment.</li></ul>

<b>Values:</b> the behaviours a candidate should be able to demonstrate	<ul style="list-style-type: none"> <li>• A passion and commitment to arts with a social purpose;</li> <li>• A commitment to Battersea Arts Centre's and The Agency's mission &amp; values;</li> </ul>
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## Terms & Conditions

### Fee:

We anticipate a total fee in the region of **£8,500–£12,000**, dependent on experience, availability, and the final agreed number of days (approx. 1–3 days per week for 4-6 months). We invite applicants to propose a preferred fee rate and availability as part of their application. Payment will be made monthly in arrears on receipt of a valid invoice.

### Hours:

Approximately 1–3 days per week for 4-6 months. This role is remote/flexible, with some UK travelling required

Occasional evening and weekend work will be required.

### Notice period:

1 months

### Contract Period:

4/6 months from late May/early June 2025