

synergy theatre project

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.

VALUES

- Excellence Contemporary practice, high production values, truthful and rigorous work
- Empowerment Giving voice, enabling dialogue, inclusive of all experiences and lives
- Transformation Transcending expectations, creating change, enriching the mainstream
- Care Avoiding stereotypes, acknowledging complexity, offering structure and support

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 with a 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 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 cultural institutions and artists to connect them to new experiences and lives.

Synergy has an excellent reputation and works with many long-term partners including the Royal Court, Kiln, and Soho Theatres, Sara Putt Associates, 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 was a winner of The Stage 100 2021 Award under 'Serving the community' for our work during the pandemic and more recently shortlisted for the London Youth Awards 2022. Our short film, *Dues*, exploring the issue of county lines was selected and screened as part of both the Chicago Children's and British Urban Film Festivals in November 2022.

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.

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

JOB DESCRIPTION

JOB TITLE: Development Manager

REPORTS TO: General Manager

JOB PURPOSE SUMMARY

The Development Manager works collaboratively with the Artistic Director and General Manager to lead all fundraising activity for Synergy, delivering effective fundraising which aligns with the company's priorities and budgets and continues to support the delivery of a high quality and impactful programme of work.

The Development Manager will focus primarily on applications to charitable trusts, Lottery, statutory and other grant giving bodies to realise an annual fundraising target of approximately £500,000.

RESPONSIBILITIES AND DUTIES:

Fundraising

- Leading fundraising activity at Synergy, developing a practical three-year fundraising strategy and a clear case for support, identifying funding approaches that align with the company's mission and values and undertake appropriate planning to ensure that potential approaches are timely, targeted and considered.
- Write and submit compelling, high-quality proposals to charitable trusts and foundations, statutory and other grant-giving bodies.
- Develop and steward relationships with key contacts in funding organisations, providing excellent donor care and building relationships with funders to encourage long term support.
- Work collaboratively with Synergy's senior management team and other staff to provide impact and evaluation reports to funders.
- Develop and maintain a fundraising database which tracks applications, outcomes and communication with funders and external stakeholders.
- Research new funding opportunities from charitable trusts, statutory and other grant-giving bodies
- Explore opportunities for Synergy to diversify its funding, including individual giving and corporate support.
- Work with the General Manager, Artistic Director and Trustees to identify networks and use these contacts strategically and appropriately in fundraising approaches.
- Support the Artistic Director and General Manager in developing relationships with key stakeholders
- Provide regular funding updates and financial reports for the General Manager, Artistic Director and Trustees.
- Ensure that Synergy is maximising tax effective giving and complying with HMRC and VAT in its fundraising.

General

- Adhere to the highest standards of fundraising best practice and keep up to date with developments in arts fundraising and related industry networks.
- Represent Synergy in fundraising networks and at industry events when required.
- Support on developing social media, website and newsletter content when appropriate.
- Attend Synergy's performances, readings and other events to develop a thorough understanding of the work.
- Attend Board meetings, if required, to report on fundraising.
- Attend company meetings and regular meetings with the Artistic Director and General Manager.
- Play an active part in the ongoing development, promotion, and implementation of company policies, including; safeguarding, equality, diversity and inclusion, data protection (GDPR) sustainability and health and safety.

The Development Manager may be expected to carry out any other reasonable duties which are consistent with the requirements of this role and to further the aims of the company.

PERSON SPECIFICATION

Essential

- Previous fundraising experience and proven track record of successfully applying to charitable trusts and foundations
- Experience of managing grants from charitable trusts for a range of projects
- Highly motivated and proactive, with the ability to work well independently
- Experience of writing and delivering reports to funders
- Ability to communicate with a wide range of stakeholders and build strong relationships with funders
- Excellent time-management skills with the ability to manage multiple priorities and meet strict deadlines
- Excellent verbal and written communication and interpersonal skills
- Accuracy and meticulous attention to detail
- Demonstrable knowledge of latest fundraising trends

Desirable

- Experience of managing statutory funding
- Experience of individual giving, and building relationships with patrons and major donors
- Experience of working within an arts organisation
- An interest in theatre

TERMS OF EMPLOYMENT

Contract:	Permanent, subject to a 6-month probationary period
Hours:	Full-time, ideally (40 hours per week); flexible working and part-time working requests will be considered (minimum 3 days per week)
Salary:	£35,000-£37,000 per annum dependent on experience (pro rata if not full-time)
Annual Leave:	25 days per annum, plus bank holidays (pro rata)
Location:	Blended home and office working; Synergy has an office at Brixton House, London SW9 8GL

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 completed application form to: **info@synergytheatreproject.co.uk** with 'Development Manager application' in the subject line.

Please let us know if you would like further information, information in a different format, support with access requirements to enable you to participate in the recruitment process, or an informal chat about the role. You can contact us on info@synergytheatreproject.co.uk

Closing date for applications: Midday on Tuesday 11 April 2023

First interviews will be held: Week commencing 17 April 2023

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