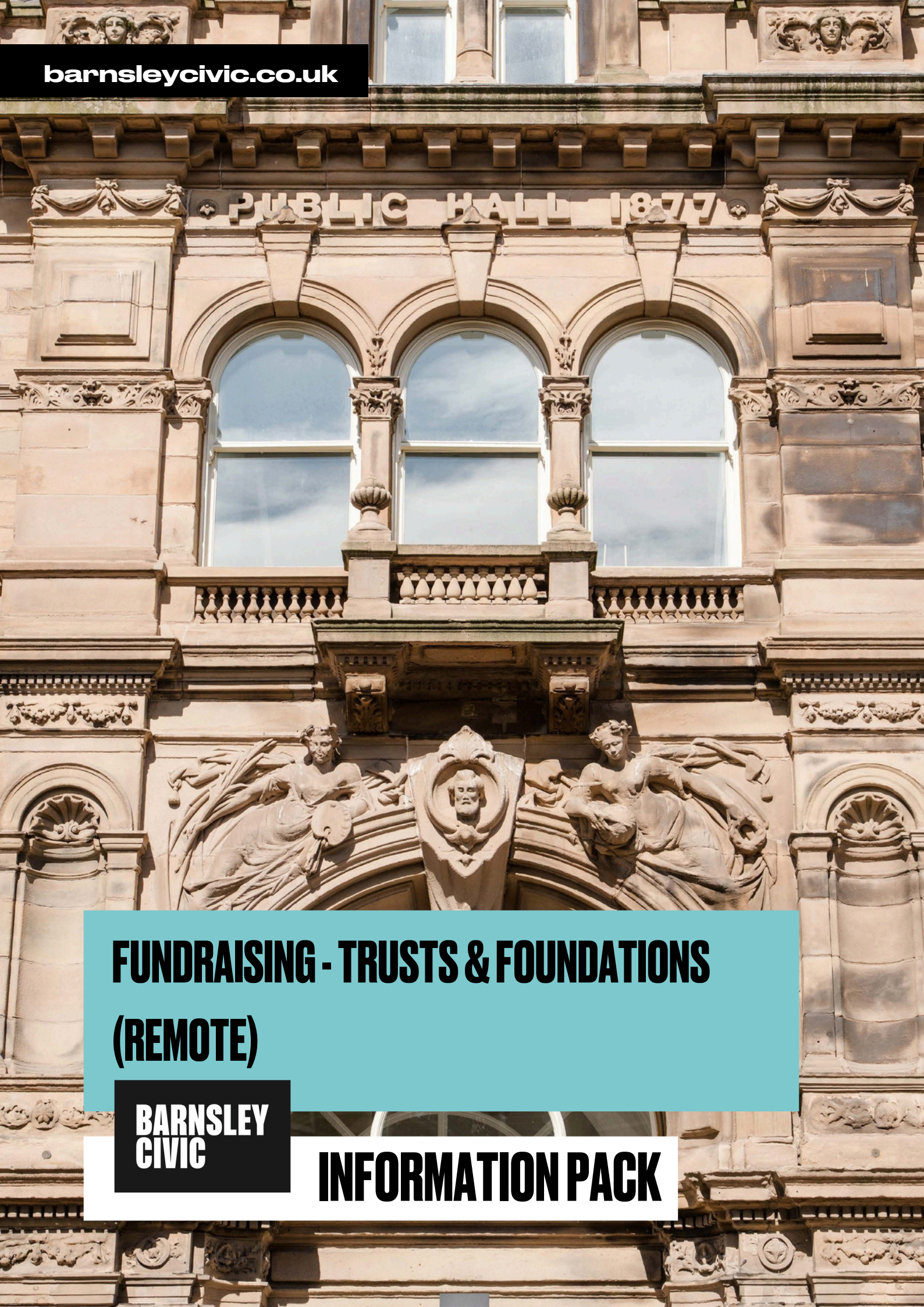


FUNDRAISING - TRUSTS & FOUNDATIONS (REMOTE)

BARNSLEY CIVIC

INFORMATION PACK



WELCOME

Thank you so much for your interest in Barnsley Civic.

Barnsley Civic is a regionally significant, contemporary arts centre in the heart of Barnsley town centre. With ambitious new leadership in place, and a growing cultural programme, this is a brilliant time to join our dynamic team.

We are a passionate and creative bunch. We believe in our shared cultural & social aims, and work hard together to deliver on them. Our collaborative team- led approach gives everyone a chance to shape what we do and how we do it.

In late 2024 we reopened our Eldon St entrance after more than 26 years, as part of a £2.5 million redevelopment project. As we prepare for our 150- year anniversary in 2027-28, a further £1 million+ capital investment will unlock more of our unique building, and we will be developing a wider and more diverse cultural programme; both inside and outside our historic walls.

In these challenging times, we are constantly seeking out new opportunities and new partnerships. The diversification of income streams goes hand-in-hand with an expansion of cultural ambition. Our optimistic vision for the future is that Barnsley Civic will play an ever-increasing role in the cultural and civic life of South Yorkshire, and the wider regional & national cultural landscape.

If you are looking for a new challenge, are ambitious for your own career, and want to be part of a positive & hopeful staff team, then please consider applying for this role. We look forward to hearing from you.







ABOUT US

We are a future-focused, contemporary arts centre positioned in the heart of Barnsley town centre.

Barnsley Civic is a large and diverse arts & cultural centre. Our 150-year old building is Grade II listed. Across four floors, and over 50,000+ square feet, our public spaces include an adaptable 400-seat assembly theatre, a 50-seat studio theatre, three large development spaces, contemporary exhibition spaces, a classes studio, bars and catering spaces, and a welcoming community space in our newly reopened frontage. Alongside these public rooms, the building also holds a range of different office spaces occupied by resident companies and artists.

As a receiving house we programme a rich variety of performance and visual arts, welcoming national and regional tours and touring art exhibitions. We host a broad mix of theatre, dance, family shows, gigs, comedy and entertainment.

Alongside external programming, we are expanding our in-house production capacity, with both solo and co-produced projects in development. Like all mixed-use arts buildings we also support a range of private hire events to cross-subsidise our artistic programme.

Both within our building and beyond, our in-house engagement team works with a wide range of community partners and educational institutions to bring creative activities to Barnsley communities. Core activities include Cross the Sky, a theatre company working with learning-disabled adults.

We also deliver a growing heritage engagement programme, with support from partners like Historic England. A productive partnership with local and regional government provides the additional resources needed to help us maximise the impact and reach of our creative engagement and cultural programme.

As an Arts Council England National Portfolio Organisation we are focused on supporting the development of the local and regional cultural ecosystem. Our artist support and development activity includes a diverse studio theatre programme of new works, and the provision of creation space for both visual and performing artists. As the most significant ACE-funded cultural building in our area, we host many associate and resident artists and companies, and act as a meeting place for the whole regional cultural sector.

A BIT ABOUT BARNSLEY

Barnsleyisawelcoming,thriving,andvibrantlocation andisfastbecomingoneofYorkshire'smostexciting places to live, work visit and explore.



Living in Barnsley gives you the best of what South Yorkshire has to offer - bustling towns surrounded by incredible outdoor space, it's minutes from the M1 and has superb transport links (train/ bus/ road).

Sitting on the northeast edge of the Peak District National Park, Barnsley is perfect if you enjoy getting out and about.

With picturesque countryside, beautiful parks and gardens (Yorkshire Sculpture Park), stately homes, industrial heritage, nature reserves, the Trans Pennine Trail, galleries, a wealth of public art, and bustling historic markets, right on the doorstep, it has plenty to offer.

There are some fantastic places to set up a home. Like most of South Yorkshire, Barnsley is best known for its rugged stone-built terraced homes but the most popular properties in the area are three-bedroom semi-detached homes - outlining Barnsley's appeal to families.

And with new developments springing up, the town also offers its fair share of newer houses, as well as town centre apartments close to the station for commuters.

Barnsley town centre recently underwent a £220M transformation, bringing a brand-new retail and leisure complex, The Glass Works and a great day, evening and night-time offer. This is driving footfall and business and attracting visitors from across the region.

The town centre is also home to The Seam development, Barnsley's Digital Campus. An urban village will transform the two Digital Media Centres and the Barnsley College Sci-Tech Digital Hub and will be a testbed for innovative ideas, supporting the Barnsley economy to grow, with digital and smart tech at the heart of it.

Across the borough, investment continues, with several major schemes underway and more in the pipeline.

FUNDRAISING - TRUSTS & FOUNDATIONS (REMOTE)

JOB DESCRIPTION AND PERSONAL SPECIFICATION

Salary:	£18 - £19.2k PA (£30 - 32k FTE)
Hours:	3 days a week (21 hours per week)
Contract Period:	An initial 12-month contract with a potential extension
Holidays:	15.6 days PA plus public holidays
Remote Working:	Remote working – maximum of one day a month on site if needed with travel cost covered
Reporting to:	CEO & Artistic Director

Overview of the role

The focus of the role will be to lead bid writing for major capital and revenue projects for statutory funders and trusts & foundations.

Fundraising for our phased capital redevelopment programme, which has already started with initial funding from the first round of ACE's CFF funding alongside additional NLHF funding, will be central to the role.

All activity will be shaped by the overall strategic development plan of Barnsley Civic driven forward by the CEO & Artistic Director.

The Fundraising role reports directly to the CEO & AD and will be supported in their role by the rest of the senior leadership team (SLT), which includes the Executive Director, Head of Engagement & Programming and the Head of Operations.

FUNDRAISING

MAIN RESPONSIBILITIES AND DUTIES

STRATEGY

Working with the CEO & AD, develop the fundraising strategy for a phased multi-million capital redevelopment project, with Phase 1 underway and Phase 2 next to deliver.

BID WRITING & OVERSIGHT

Working closely with the CEO & AD, prepare major capital fundraising bids to trusts & foundations and statutory bodies (NLHF, NLCF, ACE) ; securing major investment towards the capital redevelopment project.
Secure and grow revenue funding from statutory bodies (NLCF, NLHF) and major Trust & Foundations, with a particular focus on sustainable, multi-year revenue funding for our community activity and engagement programme.

GENERAL

Participate in all training and development initiatives as required.

Any other duties which may be required as directed by their line manager. Note, this role requires some flexibility including evening and weekend work for major fundraising events, as scheduled.

SKILLS, EXPERTISE AND EXPERIENCE

Essential experience

- Significant proven fundraising experience within the arts, education or charity sectors.
- Experience working on capital building projects.
- Numeracy skills, with good working knowledge of budget creation and management.

Essential skills

- Ability to write compelling narratives to support fundraising bids.
- Proactive attitude and ability to problem solve.
- Enterprising and confident, able to liaise with senior volunteers, prospects, donors and colleagues with ease.
- High level of computer literacy including experience across Word and Excel, with database management skills.
- A good understanding of data protection regulation and the Code of Fundraising Practice.
- Passion for the arts.

Essential behaviours

- Works with colleagues respectfully, collaboratively and with understanding.
- Takes responsibility for delivering tasks, achieving high standards and learning from mistakes.
- Target driven.

Desirable experience (but not required)

- Experience of working with patrons and memberships programmes.
- Experience of working with senior stakeholders and Trustees to generate support.
- Experience of working within an Arts Council England NPO.
- Experience using cloud-based / shared document systems; i.e. Google Drive.
- Experience with CWC IIT, Culture Counts, Audience Agency or other digital evaluation tools.
- Knowledge of the Theatre Green Book or other relevant environmental sustainability guidance.

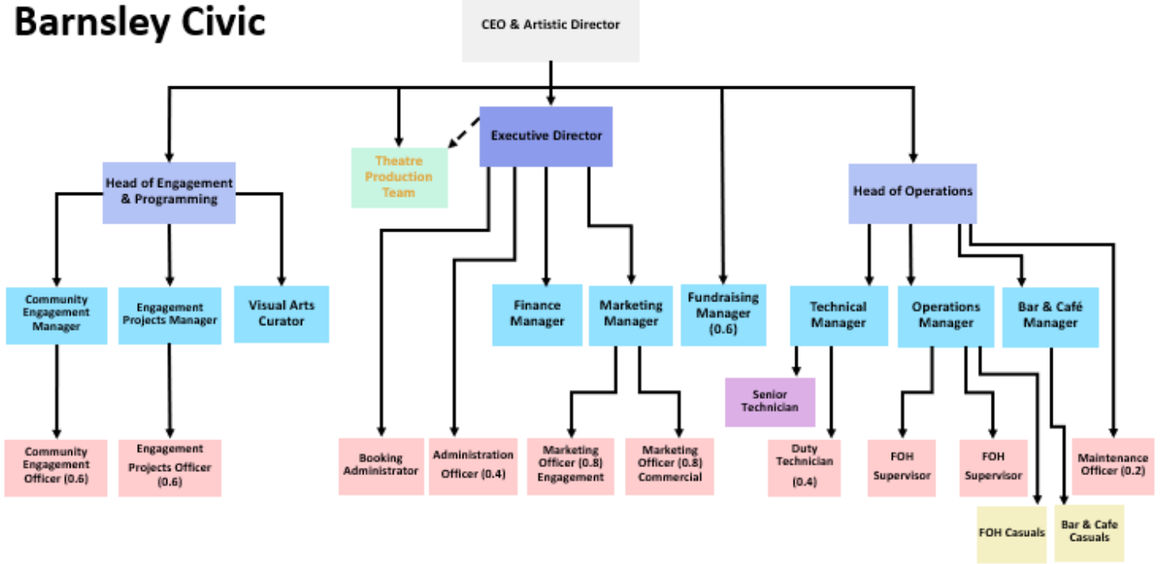
FUNDRAISING MANAGER

Diversity

Barnsley Civic welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith, socio-economic background or disability.

All appointments are made on merit, following a fair and transparent process. The organisation employs positive action where appropriate to ensure our staff team better reflects our audiences and communities.

Organisational Structure



IMPORTANT INFORMATION

LOCATION

Barnsley Civic
Eldon Street
Barnsley
South Yorkshire
S70 2JL

ESSENTIAL

Barnsley Civic passionately believes in equality of opportunity and is firmly committed to encouraging equality, diversity, and inclusion throughout the cultural sector. We encourage applications from every part of society and will strive to make any necessary adjustments for the successful candidate and interviewees.

Reasonable expenses can be paid for travel or access requirements.



Distances from Barnsley

Sheffield	20mins
Leeds	25mins
Manchester	70mins

Submission Process

Please submit a detailed cover letter setting out how your skills and experience align with the above job description and person specification, along with an up-to-date CV.

Application Deadline: 23rd Nov 2026, 10am

Email: danwinder@barnsleycivic.co.uk

First round interviews will be held week commencing 30th Nov remotely.

(Let us know if for any reason you are not available for any days this week in your initial application)



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ARTS COUNCIL ENGLAND

BARNSLEY
Metropolitan Borough Council