BUXTON
Opera
House

DEVELOPMENT MANAGER

Recruitment Pack



BUXTON Opera House



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Welcome from the CEO

Thank you for your interest in joining Buxton Opera House.

Nestled in the stunning spa town of Buxton, between the cultural hubs of Manchester and Sheffield and the breathtaking landscapes of the Peak District, Buxton Opera House is an award-winning charity where creativity and community thrive.

We're proud custodians of two historic venues: the iconic Buxton Opera House, a Frank Matcham masterpiece built in 1903, and the Pavilion Arts Centre, a versatile performance space that's been home to live theatre and film since 1889. Together, these beloved venues form the beating heart of Buxton's vibrant arts scene.

As a charity and an Arts Council England National Portfolio Organisation, we're driven by creativity. More than a place for exceptional entertainment, we're a hub of artistic energy, where talent is nurtured, ideas flourish, and everyone is invited to be part of something meaningful and lasting. This spirit is reflected in everything we do, from our diverse programming to the inspiring work of Buxton Opera House Creates, our community engagement programme for all ages.

Buxton Opera House is also a fantastic place to work. We offer a flexible, supportive environment where experience, skills, and qualifications are all valued. We're committed to building a diverse and inclusive workforce. In 2024, we were honoured to receive the UK Theatre Workforce Award for our dedication to professional development and supporting the future of the industry. We're incredibly proud of this recognition and remain committed to ensuring every member of our team, staff and freelancers alike, can thrive in a happy, healthy workplace.

We hope you'll consider becoming part of our story.

Warm regards,
Paul Kerryson

LOTTERY FUNDED
Supported using public funding by
ARTS COUNCIL ENGLAND



BUXTON Opera House

About us

Creativity Lives Here

Proudly operated by High Peak Theatre Trust, Buxton Opera House is an award-winning arts charity. More than our magnificent heritage buildings, we are the vibrant cultural heartbeat in the High Peak.

At Buxton Opera House, we stand for **entertainment**, **community** and **heritage**.

Presenting over 450 shows annually, and as home to the Buxton International Festival and the International Gilbert and Sullivan Festival, we bring world-class live entertainment to our communities. We produce and co-produce original work, from bold new writing to beloved classics, staged in Buxton and beyond. But we're more than what happens on stage. We're a creative hub for artists, educators, volunteers and makers. Through our Buxton Opera House Creates programme, we spark creativity and support lifelong learning, helping people of all ages discover new skills, passions and confidence.

We run seven separate community groups for young people throughout the year, spanning drama, technical theatre training, dance opportunities and a work experience programme. We also host a regular reading group for adults, a singing club for people affected by cancer, a successful volunteer programme and a summer outdoor festival for all ages. We offer schools' tours and in-school support through professional training and workshops.

Each year local residents have the opportunity to perform in our annual community production, a large-scale spring musical supported by a professional director, orchestra and technical team. We are committed to the highest artistic standards and to connecting our communities through creativity, providing opportunities for everyone to express and build on individual talents.

We believe in making space for everyone: To create, to learn, to connect, and to grow.

You can find out more about who we are on our website, discover more about our community work and read the latest news from Buxton Opera House.

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Our strategy

Buxton Opera House is entering an exciting new chapter. Achieving National Portfolio Organisation (NPO) status in 2023 marked a significant milestone, recognising our potential to play a broader role in the creative life of Buxton, the High Peak and beyond.

As we deliver a refreshed business plan, we've rebranded, reimagining how we present ourselves to the world. Our live programme will continue to evolve across both venues, maintaining world class standards and retaining audience appeal whilst establishing ourselves as a trusted producing partner in the industry. At the same time, our community engagement will grow through Buxton Opera House Creates, expanding opportunities and deepening our local impact.

Our Vision

Buxton Opera House is the engine of a bold and flourishing artistic community. A place where talent is ignited and where internationally renowned theatre experiences create opportunities for all.

Our Mission

To lead a thriving, artistic community that builds inspiring opportunities with and for our audiences, creating nationally renowned theatre experiences that impact locally and beyond the 'Theatre in the Hills'.

Our Values

We stand for **Entertainment, Community** and **Heritage.**



The role

Development Manager

Department: Development

Reporting to: Head of Development

Role summary:

As Development Manager, you'll lead on day-to-day trusts and foundations fundraising, building a strong and well-qualified pipeline and developing compelling applications that secure restricted and unrestricted income. The postholder will research prospective funders, translate the organisation's work and impact into persuasive cases for support, coordinate high-quality submissions, and manage grants through to reporting and renewal.

You will lead small and medium-sized applications and support the Head of Development on larger, strategic, or capital bids. This is a hands-on income-generation role requiring previous success in trusts and foundations fundraising, strong written communication, and disciplined pipeline management.

You will also play a vital part in supporting the Development team to increase restricted and unrestricted income through individual giving streams, including work to support a refreshed membership scheme in 2027.

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Role description

Main Duties:

Trusts and Foundations

- Own and maintain a live trusts and foundations pipeline and bid calendar, ensuring prospects are appropriately researched, qualified, prioritised, and progressed
- Research and identify prospective funders whose priorities align with Buxton Opera House's artistic, community, learning, heritage, organisational, and capital ambitions
- Assess the strength and suitability of opportunities, recommending where the organisation should invest its time and where an application is unlikely to be competitive
- Maintain accurate records of prospects, approaches, decisions, awards, reporting requirements, and next actions on the CRM

Bid development and income generation

- Lead the development and writing of high-quality applications to small and medium-sized trusts and foundations, taking responsibility for submissions from initial concept through to completion
- Work with colleagues across the organisation to shape fundable projects, define intended outcomes, and gather the evidence, delivery information, and budgets required by funders
- Translate complex organisational information into clear, persuasive, and funder-focused cases for support, tailored to each prospect
- Support the Head of Development and, where appropriate, external bid writers on larger, strategic, statutory, or capital applications by coordinating information, drafting content, and managing internal deadlines
- Build relationships with prospective funders, seeking guidance and feedback where this will strengthen an application or future approach
- Work towards agreed income and activity targets and provide accurate forecasts on the value, stage, probability, and timing of opportunities

Grant management, reporting, and stewardship

- Ensure that the conditions, payment schedules, monitoring requirements and reporting deadlines attached to every grant are understood, recorded, and communicated to relevant colleagues
- Coordinate timely, accurate, and engaging reports to funders, drawing together financial information, delivery evidence, outcomes, and participant or audience insight
- Maintain regular and appropriate contact with funders throughout the life of a grant, including invitations, updates, and opportunities to see funded activity

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Role description



Grant management, reporting, and stewardship (continued)

- Identify opportunities for renewal or further support and begin planning well in advance of the end of an existing grant
- Work with Finance and delivery teams to identify and address any risk of underspend, delay, or variance from agreed grant conditions

Membership scheme development

- Assist with the management and development of our membership supporter scheme (due to be redeveloped in 2027), with support from the Head of Development, Head of Marketing & Communications, Ticketing & Sales Manager, and Development Officer, including:
    - Improving and implementing a fresh CRM pathway for donor and member management
    - Steering campaigns and identifying opportunities to grow membership, including through the creation of onsite communities and giving opportunities
    - Planning and leading cultivation and stewardship events throughout the year

Contribution to wider fundraising

- Contribute research, written cases for support, and proposal development to selected individual, corporate, or campaign opportunities led by the Head of Development
- Contribute to the ongoing review and implementation of the Development strategy and share market insight about emerging funding priorities, opportunities, best practices, and legislation
- Support colleagues, volunteers, and trustees to understand the case for support and their role in identifying or opening appropriate funding relationships

General

- Be an ambassador and advocate for Buxton Opera House and promote its values and behaviours both internally and externally
- Collaborate effectively with colleagues across Buxton Opera House and contribute to the wider aims of the organisaiton
- Maintain confidentiality and comply with organisational policies, fundraising regulation, data protection requirements, and relevant legislation
- Keep informed of current best practive and emerging trends in trusts and foundations fundraising
- Work occasional evenings and weekends where required, with pre-agreed time off in lieu
- Undertake any additional duties as may be required at the discretion of the Head of Department, including deputising for the Head of Department when appropriate

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Role description

Measures of Success

- A healthy, well-researched, and realistic pipeline of trust and foundation prospects
- A consistent flow of high-quality, tailored applications submitted to deadlines
- Income secured against agreed targets, with reliable forecasting and learning captured from unsuccessful approaches
- Grants administered compliantly, with accurate records and reports submitted on time
- Strong internal working relationships that enable fundable ideas to be identified and developed
- New Membership scheme processes implemented to facilitate future cultivation, segmentation, and futureproofing
- Development events and communications coordinated smoothly, with effective follow-up

Person specification

Essential:

Experience

- Minimum of 2 years' experience in a fundraising role, ideally in the charity sector
- Demonstrable experience of applying to trusts and foundations and securing income, with a clear understanding of the individual's own contribution to the result
- Knowledge of growing membership schemes and individual giving schemes
- Experience of building and actively managing a prospect pipeline, prioritising opportunities and working to multipe external deadlines
- Proven experience of building meaningful relationships with stakeholders and funders, including personally researching prospects, developing persuasive propositions, and writing successful applications
- Experience of meeting fundraising and relevant business-related targets
- Experience of working with a CRM system or fundraising database to manage prospects, activity, income, and reporting requirements

Skills and Knowledge

- Exceptional communication skills, both written and verbal, with the ability to produce clear, persuasive, and tailored applications for different funders
- Strong research and analytical skills, including the ability to assess alignment, eligibility, and likelihood of success

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Person specification

- The ability to understand budgets, outcomes, monitoring information, and organisational data, and use them accurately in proposals and reports
- Ability to build and maintain relationships with funders, as well as working collaboratively with colleagues at all levels
- Ability to use and work with own initiative and be a 'self-starter'
- Strong planning and organisational skills, with the ability to coordinate contributions and meet deadlines
- Computer literacy (specifically Microsoft Office and CRM systems)
- Understanding of donation management, administration and Gift Aid, including the Data Protection Act 2018 requirements

Education, training, and qualifications

- Educated to A Level standard (or equivalent experience)

Personal attributes

- Proven ability to work to a high standard with attention to detail and under own initiative
- Creative, energetic, problem solver
- A collaborative approach and the ability to develop good working relationships and be a team player
- Ability to work on multiple projects with conflicting deadlines
- Excellent communication and interpersonal skills
- Enthusiasm for theatre and the arts
- Persistent and resilient, with the ability to learn from feedback and respond to a competitive funding landscape
- Flexible approach to working, including some evenings and weekends.

Desirable:

Experience

- Experience of fundraising in the arts, heritage, or cultural/creative industries, or wider charity sector
- Experience of capital fundraising or working on complex, muilti-partner applications
- Knowledge of the theatre and cultural funding landscape
- Experience of developing applications to statutory or public funders

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Role specification

The postholder will be required to work across the business including, but not limited to: Buxton Opera House, Pavilion Arts Centre, and the Trusts offices at No. 5 The Square. It is a requirement of Buxton Opera House that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the company. The Development Manager may be required to work weekends and evenings from time-to-time for which pre-agreed time off can be taken in lieu. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

Contract	Full time, permanent (37.5 hrs per week)
Salary	Up to £35,000 per annum (depending on experience)
Probation period	6 months
Pension	Auto enrolment
Holidays	25 days (plus 8 days bank holiday) per annum
Preferred start date	Monday 1 February 2027

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Benefits of working with us

At Buxton Opera House, we value our team and offer a range of benefits to support your wellbeing, development, and enjoyment of working in a vibrant cultural environment:

- **Complimentary and discounted tickets** to theatre and live events
- **Staff discounts** at our bars and merchandise counters
- **Generous annual leave** starting at 25 days from your first day of employment
- **Flexible working arrangements** including, where appropriate to the role, opportunities for remote and adaptable hours where possible
- **Ongoing training and development,** from a comprehensive induction to role-specific learning, courses, and skills-building opportunities. We also support personal growth through conferences, external training, and team-building activities
- **Staff social events** throughout the year
- **A chance to make a difference** and be part of a legacy where history, community, and creativity take centre stage



How to apply

We'd love to hear from you! **To apply, please send your CV, along with a covering letter detailing:**

- Why you're interested in this role
- The key skills and experience you would bring to the position

Email your application to tworrall-hill@boh.org.uk

Deadline for Applications: Sun 15 Nov, 11.59pm

If you would like to find out more about the role before applying, please contact Tara Worrall-Hill, Head of Development, on tworrall-hill@boh.org.uk for an informal conversation.

We warmly welcome applications from people of all backgrounds and lived experiences. You may not meet every criterion listed, and that's okay. If you have some relevant experience and a motivation to learn and grow, we encourage you to apply.

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

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