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| DWP Bid Unique Identifier |  |
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| Job Placement Title | Development Assistant |

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| **Job Placement Summary** |
| **Purpose of the Role**  The Development Assistant plays an important role as part of Polka’s small fundraising team. This is a rewarding job, where you can work at the heart of a children’s arts charity to make a real difference to people’s lives. Working to the Individual Giving Manager, you will support our fundraising work with individual donors and help to deliver fundraising events. You’ll also support approaches to local businesses. Funds raised by the Development Team help to enable Polka’s Creative Learning programmes for largely disadvantaged children aged 0 to 12 years who live in Merton and the wider South London area.  You will be someone who enjoys talking to lots of different people, can enthuse passionately about Polka’s work, is happy to help with hands-on tasks, and can show initiative and a good eye for detail. Excellent communication including writing skills are essential.  Main Tasks   * Help with the preparation for, set up and coordination of fundraising events including liaising with suppliers * Source raffle prizes and auction items for fundraising events * Research new sources of funding * Look after our supporters eg follow up with new donors, fix donor acknowledgements, distribute prizes, draft thank you comms, ensure sponsor benefits are delivered * Create and coordinate marketing materials for fundraising events eg content for social media posts, invitations, event joining instructions * Look after phone and email enquiries as the Team’s first point of contact for the public * Process and record financial payments * Input data and carry out other admin tasks for the Team * Coordinate and minute Team meetings   Duties and responsibilities of all team members   * Maintain confidentiality in all areas relating to Polka * Be aware of and comply with Health & Safety rules and procedures as set out in Polka’s Health & Safety policy * Be aware of and comply with Safeguarding rules and procedures as set out in Polka’s Safeguarding policy * Work in accordance with the principles of Polka’s Equalities statement * Be active in Polka’s commitment to Environmental Sustainability * Abide by any further Polka guidelines, procedures or policies * Contribute towards Polka’s fundraising goals, which may include research, writing applications, stewardship/relationship management and external advocacy * Take part in working groups, team training and Development initiatives as required * Undertake any further duties as reasonably required   **About Polka Theatre**  Polka is a pioneering national theatre for children aged 0 to 12 years old based in Wimbledon, South West London. We are a charity and one of Arts Council England’s National Portfolio Organisations. Polka was the first venue in the UK to be created exclusively for young audiences in 1979.  Polka presents shows and activities all year round. This includes new work made at Polka, visiting shows, and Creative Learning activities. It is important to us to drive developments in children’s theatre and nurture talent in the performing arts sector. We also maintain an international reputation while serving our local communities.  Polka’s mission is to empower children to navigate their world through inspirational theatre and creative experiences. Our values are focused on children and community, and creating work that is excellent, memorable and inclusive.  All of this requires us to work together collaboratively, sharing ideas and being flexible in our attitude, expectations and operations. We are a small team and the work we do crosses over between each department in the organisation.  In August 2021, Polka reopened to the public following a major redevelopment of our much-loved home. It’s an exciting time to join Polka as we try out new things in our new venue.  For more information about Polka Theatre and our work, please visit [www.polkatheatre.com](http://www.polkatheatre.com)  **Holiday**  Twenty days per annum pro rata plus bank and public holidays. On completion of the probationary period, you will be entitled to take holiday accrued on a pro rata basis.  **Pension and Benefits**   * After three months you will automatically be enrolled into the NOW Pensions scheme in accordance with statutory deadlines and contributions * Complimentary tickets for all Polka productions subject to availability * Discounts in Polka’s café   **Probationary Period**  Appointment is subject to satisfactory completion of one month of probation. One week’s notice by either party until successful completion of probation.  **Notice Period**  Two weeks on both sides ie you and Polka, following probationary period.  **Equalities information**  Polka is an Equal Opportunities employer, we seek to encourage applications from all sections of the community, especially those which are under-represented in our workforce.  **Other information**  Polka is funded by Arts Council England and is a registered charity number 256979. |

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| **Essential skills, experience and qualifications** | **Essential**   * Aged **18 to 24** and on **universal credit** to be eligible to apply as part of the Government’s Kickstart Scheme * An interest in the arts and children’s theatre * A positive and can do attitude * Confident and friendly when dealing with our supporters and guests * Able to work in collaboration with other people * Able to deal appropriately with confidential information * Able to deal with a wide range of people at all levels with tact, diplomacy and patience * Able to work calmly under pressure * Strong time management skills * Excellent written and verbal communication skills * A keen eye for detail * An organised approach to your work * Strong office skills and computer literacy, including Microsoft Office Word, Outlook, Excel * Quick to adapt, pick up new IT packages and willingness to learn   **Desirable**   * Experience of internal database systems (Polka uses Spektrix) * Experience of working in a customer facing role or sales experience |
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| Job category (DWP use only) |  |
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| Number of hours per week | 25 hours per week |
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| Working pattern and contracted hours (including any shift patterns) | * 25 hours per week worked over 4 days of the week with days to be agreed to suit you and Polka * Additional hours may be necessary to fulfil the requirements of the post. This could include evenings and weekends and travel out of London. We operate a Time Off In Lieu (TOIL) system for additional hours worked * Your place of work is Polka Theatre |
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| Hourly rate of pay | £20,000 per annum pro rata |

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| Details of employability support (training opportunities/mentor) |
| Polka will be working with our Kickstart Gateway Merton Chamber of Commerce to provide support including online e-learning modules to the successful applicants for this position.  This programme of support will include webinars and workshops to support learning about the world of work and the skills required to be successful in the work place eg:   * Help in developing people skills * Help in developing employability skills * Help in applying digital skills in the workplace in an appropriate way * How to succeed in interviews |

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| Company name | Polka Theatre |
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| Closing date for applications | Rolling until we find the right candidate |

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| **Employer Job Placement reference** | **Job Placement location** | **Contact details for the Job Placement** | **How to apply** | **Number of Job Placements at location** | **Maximum number of referrals per Job Placement** | **Is public transport available?** | **Anticipated start date/s (if known)** |
| POL08 | 240 The Broadway, Wimbledon, London SW19 1SB | Helen Hughes, Head of Development (maternity cover)  Email:  helen@polkatheatre.com  Tel: 020 8545 8353 | Please complete our application form, available at [www.polkatheatre.com/jobs/](http://www.polkatheatre.com/jobs/)  Submit your application and a statement on why you are suitable for the post via email to Helen Hughes, Head of Development (mat cover) helen@polkatheatre.com  Please also complete the equality monitoring form via this SurveyMonkey link: <https://www.surveymonkey.co.uk/r/6J638BF>  We will acknowledge receipt of your application and let you know if we’ll take you forward to interview.  If you would like to discuss this role in more detail please call Helen Hughes on 020 8545 8353 or email [helen@polkatheatre.com](mailto:helen@polkatheatre.com)  **Access information** if you require the Job Pack in a different format please call us on 020 8545 8353 or email Helen@polkatheatre.com | 1 | No Maximum | Yes – within walking distance of Wimbledon mainline station, underground, trams and buses | ASAP after interview |

Thank you for your interest in Polka Theatre.