

**Kickstart Role
FUNDRAISING ASSISTANT
Recruitment Pack**





**Thank you for your interest in the role of
FUNDRAISING ASSISTANT,
supported by the Government's Kickstart Scheme.**

Background

Icarus Theatre Collective's mission is to re-energise traditional performance styles and texts for touring productions.

We create work that is dark, expressionist, and dramatic. We believe that theatre is a deliciously destructive force. Our productions aim to surprise, tantalise, and make the unseen seen.

Icarus Theatre Collective (ITC) is an award-winning theatre company and registered charity (No. 1134535) founded in 2004 by our CEO and Artistic Director Max Lewendel.

Icarus Theatre Collective has an office space based in Bermondsey, London and tours its shows internationally throughout England, Ireland, and Europe.

We hired our first Kickstart team member in May 2021, and since then our team has rapidly expanded. Our Kickstart staff are an integrated part of Icarus and provide a wealth of experience and skills to our diverse team.

The role of FUNDRAISING OFFICER is supported by the Government's Kickstart Scheme <https://www.gov.uk/government/collections/kickstart-scheme>.

Please note this role is only open to candidates aged 18-24 and in receipt of Universal Credit in line with the Government's Kickstart Scheme.

To apply, please send your CV, Cover Letter, and Equal Opportunities Monitoring Form to hiring@icarus theatre.co.uk. To be considered for the position, your work coach **must** refer you through the Kickstart programme. (You may send in your documents before or after you are referred, but we cannot offer you the job until you are).

Job Description:

The Fundraising Assistant works within the Fundraising department and will report to the Head of Fundraising. This position is for those looking to gain experience in fundraising within a theatre company and charitable organisation.

Responsibilities include:

- Attending weekly department meetings.
- Researching prospects.
- Writing fundraising letters, applications and updates.
- Working with the project teams to design fundraising plans to support Icarus' work.
- Occasionally attending specific fundraising events outside of standard working hours.





Essential skills include:

- The desire to work in fundraising.
- The desire and ability to learn.
- The ability to prioritise work according to deadlines.
- Being a team player with the ability to communicate effectively with people at all levels.
- Good written English.

Desirable skills include:

- Experience working as a fundraiser.
- Experience of the arts sector.
- Familiarity with fundraising research tools.
- Experience of using word processing, spreadsheet, and email software.
- Comfortable working in a team that is very rarely all in the same room.

Contract and Terms

Role: FUNDRAISING ASSISTANT

Salary: £9 per hour

Hours: 25 flexible hours per week.

Contract: 6 months fixed-term contract, subject to a probationary period of 2 months.

Notice: 2 weeks during probation, then 4 weeks.

Holiday: 8.75 days/70 hours of holiday across the duration of the contract.

Breaks: Staff's 25 hours of paid time per week includes 3 hours for lunches, and a 5-minute desk break every hour.

Training: Kickstart staff are entitled to up to £200 and up to 30 paid hours to spend on professional training or other personal development needs. Additionally, during their working hours staff will be required to participate in TWIN training at home, Lambeth council, and/or Jobcentre for one to two hours per week across the six months. This will include basic employability training including CV development, mock interviews, and completing several online modules.

The Candidate's first three working days will consist of a series of inductions and preparatory meetings with HR and their Supervisor, to ensure they are fully equipped to fulfil their role to their best ability.

Closing Date: Noon Friday 12th of November 2021

Interviews Begin: w/c Monday 15th of November 2021

Estimated Start Date: w/c Monday 29th of November 2021*

* Open to negotiation
w/c = week commencing

