



**Post:** Development Officer  
**Reference:** TG2521  
**Band:** 4R  
**Department:** Development  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Head of Development  
**Location:** Royal Albert Dock, Liverpool

## **Background**

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

The Development department leads and manages all fund-raising activities for Tate Liverpool, devising and implementing strategies for generating public and private sector support in the region of £600,000 per year. The team works closely with the Development Office in London and all Tate Liverpool departments to develop fundraising relationships with individuals, companies, trusts and foundations, public sector agencies and higher education partners. The department is also responsible for delivering patron and corporate membership benefits and associated supporter events.

You can find further information about Tate on our website: [www.tate.org.uk](http://www.tate.org.uk)

## **Purpose of the Job**

To coordinate the gallery's Higher Education partnerships with local universities through effective stewardship, administration and reporting and assisting with raising trust, foundation and public-sector income towards Tate Liverpool's programme.

## **Main activities/responsibilities**

### **Higher Education Partnerships**

- Manage the day-to-day running of Tate Liverpool Higher Education partnerships, acting as the main point of contact for partner enquiries.
- Organise regular liaison meetings with all Tate Liverpool Higher Education partners.
- Manage the Student Ambassador programme, training and supporting students in being the Tate Liverpool Ambassador for their University.
- Co-ordinate the recording of partnership activity and prepare regular reports for all Higher

- Education partners, liaising with colleagues across all Tate departments.
- Support the Senior Management team in renewal discussions for all partnerships and develop proposals for partnership renewals.

### **Public sector, trusts and foundations fundraising**

- Lead on Tate's contribution to university led funding bids including checking content and costings.
- Support the Head of Development to produce trust and foundation funding applications and reports.
- Provide effective stewardship for Tate Liverpool's public funders, including liaising with colleagues across all departments to record and report on activity.
- Ensure a high-level of donor care for all public, trust & foundation funders.

### **Management and administration**

- Work with the Development Assistant, ensure accurate funder and partner credits are delivered.
- Prepare and issue interim and final partnership reports, liaising with other Tate Liverpool departments and in London, as required.
- Use Tate Development's IT systems (including Raisers Edge, RMS and ENTA) to capture and share information about prospects, relationships and for financial reporting.
- Liaise with the Development Assistant to provide the Director's Office with supporter and prospect contacts for invitations to Tate events locally and in London.
- Working closely with Development team colleagues, contribute to the wider Development strategy and support for Tate programmes and events.

### **Research**

- Contribute to the Development team's research, helping to develop a pipeline of prospects.
- Keep up to date with trends in the business, arts and wider cultural sectors.
- Maintain a strong awareness of the Higher Education sector, particularly within the region.

### **Person Specification**

#### **Essential**

- Relevant experience in a project management or coordinator role which includes managing relationships and/or partnerships.
- Excellent written and verbal communication skills with the confidence to communicate with a wide variety of people, including senior contacts, internally and externally.
- Ability to work collaboratively with a diverse range of departments and colleagues, treating all colleagues with dignity and respect.
- Proactively contribute to create a welcoming and inclusive environment.
- A 'can do' attitude, bringing a positive and flexible approach to work.
- Excellent organisational and administrative skills, with the ability to plan own workload according to resources and priorities.
- Ability to undertake prospect research and produce briefings for colleagues.

- Excellent IT skills, with the appetite and ability to learn IT systems used at Tate, including Raiser's Edge.
- Ability to undertake occasional out of hours work to support events.
- An interest in and commitment to the work of Tate.

## **Summary of Terms and Conditions of Employment**

### **Type of Contract**

This appointment is offered on a permanent contract.

### **Working Hours**

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

### **Salary**

An appointment to this post will be made at the minimum of the band at £23,959 per annum.

### **Annual Leave and Public Holidays**

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

### **Pension Benefits**

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at [www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

### **Other Discretionary Benefits**

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.

- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

## **Safer Recruitment**

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our ‘Guidance Notes for Applicants’ document.

## **Diversity and Inclusion**

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate’s future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

## **How to apply**

Our opportunities are open for you to apply online. Please visit: [www.tate.org.uk/about/workingattate/](http://www.tate.org.uk/about/workingattate/) to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887

4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **Sunday, 15 December by Midnight.**

*Our jobs are like our galleries, open to all.*

