**Development Officer - The Invisible Circus/The Loco Klub ( 25 hours a month ) NJC pay scale  £21322 - £25991 pro rata**

We are looking for a dynamic, self-motivated, and skilled individual, with proven fundraising and application writing skills in the arts and culture sector, to support the creative community of The Invisible Circus and The Loco Klub.

The Invisible Circus is a training centre and performance company, providing a wide variety of productions, from intimate theatrical experiences to large scale shows. The Loco Klub is the sister company and is a multi-use arts/theatre venue, steeped in history. It is a collaborative, cultural hub for Bristol, celebrating community, diversity, and the power of the arts.

The role will be part-time and flexible and part funded by the Imagination Fund - Cultural Investment Programme until March 2023.

**The Role**

* Develop and execute all fundraising strategies and ensure adherence to all business development plans
* Identify appropriate grants and develop funding applications, managing the whole process.
* Liaise with prospective partners and facilitate their participation
* Income generation, financial and evaluation reporting.

**Experience**

* Experience of identifying and cultivating funding opportunities
* Proven experience of successful grant writing, min 2 years.
* High level of written English.
* Experience with company budgets and cash flow

**Day/Hours** - 25 hours a month/6.25 a week can be flexible to suit applicant.

**Location** - Unit 15, Bristol BS20RA

**Salary** dependable on experience £21322 - £25911 pro rata

**Duration** - Until March 2023

To apply, please send a CV and cover letter by 15th August 2021

We work across a diverse range of creative disciplines and just as it has helped strengthen us as an organisation, we believe our organisation will be stronger with greater diversity and welcome applications from those who bring difference. We encourage applications from those currently underrepresented in our organisation particularly Black and people of colour, transgender people, and disabled people (as defined by the Equality Act 2010). We guarantee an interview for anyone who identifies as one or more of the above, who fulfils the minimum requirements of the role, and would like this to be a consideration in your application. Please indicate on your proposal if this is you.