The NewBridge Project

Thank you for your interest in working with us at The NewBridge Project and in the role of **Development & Reporting Manager.** The closing date for applications is **Monday 29th July**.

The Development & Reporting Manager is a new and important role at NewBridge, which will support the effective management of fundraising and reporting across our work.

We are keen to meet candidates who share NewBridge's values and commitments to working in solidarity with and supporting the artists and communities around us, who understand the importance of evaluation in meeting requirements of funders/partners, and as a way to learn, build on our work to date, and tell the story of what we do.

We are looking for a highly organised, proactive, and dedicated individual, who can work with us to nurture and develop relationships with funders and partners. You'll have direct or transferable experience across fundraising, reporting, evaluation and budget management, and be excited about working in an artist and community-led space/environment.

We encourage applicants from all backgrounds to apply who have experience and skills that would support you to do this role.

This job pack includes:

1. Important dates and information about the job
2. Description and overview of the job
3. Skills and experience that we are looking for
4. How to apply:
    - Details and guidance on how to apply
    - Selection process
    - Interview
    - Further support and queries
5. Background information about The NewBridge Project

We want to be as transparent and accessible as possible throughout all stages of recruitment, so please do get in touch with us, or sign up for a one-to-one chat as part of our open day if you have any questions about the role and application process.

We look forward to hearing from you soon,

Rebecca Huggan,
Director

Lady Kitt, Finn and Ada, *Home Rearing,* 2023. Photo credit Matt Denham

1. Important dates and information

Title:	**Development & Reporting Manager**
Deadline:	**Monday 29th July**
Interview Date:	**Tuesday 6th August**
Salary:	£27,900 pro rata
Hours:	This role could be 3 or 4 days a week depending on preference and fundraising experience.
Contract:	Beginning as soon as possible; contract until September 2025 (the extension of the role beyond this is funding dependent but we anticipate it to be a permanent role) - 3-month probation period. - 2-month notice period
Location:	Your usual place of work will be The NewBridge Project, Shieldfield Centre, 4-8 Clarence Walk, Newcastle upon Tyne, NE2 1AL The role may also include some off-site work.

Working with:	The role will involve working collaboratively with the rest of the team at The NewBridge Project You will be line managed by Director, Rebecca Huggan.
Working day:	Usual office hours are Monday – Friday, 10am – 6pm, and The NewBridge Project is open to the public Wednesday – Saturday, 12-5pm. The staff team take it in turn to work Saturdays, which normally amounts to one Saturday every 6-8 weeks. You may be expected to work some evenings and weekend when events are taking place. We operate a Time Off in Lieu policy for out-of-hours work.
Flexible working:	We are aware that you may have other personal and/or work commitments. We are happy to work flexibly around these, as long as they do not impact on our lone-working policy, and can discuss options such as compressed hours, and some time working from home depending on individual circumstances. We can discussion this at interview but do get in touch if you have any questions prior to application.
Equal Opportunities & Diversity	As an organisation we are committed to ensuring an equality of opportunity throughout our recruitment process, and actively welcome applicants from any race, nationality, ethnicity, religion, socio economic background, sexual orientation, age or disability. We are committed to developing as an organisation and to better reflect the communities we engage with through our work. In particular we welcome and encourage applications from people who are d/Deaf or disabled, who are working class or from a low socio-economic background, and/or are from the global majority, who are currently underrepresented across our organisation.

2. Description and Overview of role

About the role

The Development Manager is a new and important role at NewBridge, which will support the effective management of fundraising and reporting across our work.

You will work closely with the Director and Programme Director to support the development and implementation of a refreshed fundraising strategy and evaluation framework, and work alongside

a small and committed staff team to understand, evaluate and champion our work through compelling written reports and applications to new funders.

We are keen to meet candidates who share NewBridge's values and commitments to working in solidarity with and supporting the artists and communities around us, who understand the importance of evaluation in meeting requirements of funders/partners, and as a way to learn, build on our work to date, and tell the story of what we do.

We are looking for a highly organised, proactive, and dedicated individual, who can work with us to nurture and develop relationships with funders and partners. You'll have direct or transferable experience across fundraising, reporting, evaluation and budget management, and be excited about working in an artist and community-led space/environment.

We encourage applicants from all backgrounds to apply who have experience and skills that would support you to do this role.

Main tasks and responsibilities

Fundraising

- Work closely with the Director and Programme Director to oversee the review, development and delivery of our fundraising strategy.
- Undertake research to identify potential new sources of funding from a variety of sources.
- Support and where appropriate lead on the writing of funding applications for core and project funding.
- Develop written case for support documents (such as case studies, needs-based analysis) that can be used for a variety funding applications.
- Input into the development and ongoing review of an ethical fundraising policy, in line with NewBridge's values and ethos.
- Work closely with the Director, Programme Director, and external evaluators, to embed and implement an evaluation framework into all strands of NewBridge's work.

Funding Management & Reporting

- Oversee NewBridge's obligations to funders and partners, through the production and submission of reports across multiple grant/reporting platforms. At present this includes:
    - Arts Council England
    - Newcastle University
    - Newcastle Culture Investment Fund
    - North East Combined Authority - Skills for Growth Project (see more detail below).
- Manage and update reporting and evaluation timelines, working with staff to ensure we meet external deadlines.
- Manage, update and prepare up to date budgets for funders and partners when necessary.
- Write reports on progress/delivery for funders and partners, that demonstrate impact and progress against outlined objectives.
- Work with Communications Producer and relevant staff to ensure funders and partners are correctly credited across communication platforms and public spaces where appropriate.

Management of North East Combined Authority Reporting & Operations.

- Lead on quarterly and annual reporting for North East Combined Authority, this will include:

- Processing quarterly financial claims
- Revising budget/cashflow on quarterly basis
- Submitting written progress report, and updates on key performance indicators and milestones
- Work with project partners Newcastle University, including;
- Preparation for bi-monthly steering group meetings and monthly operations group meetings, including:
- Scheduling and set up for in-person, hybrid and online meetings
- Taking and sharing meeting minutes and follow-up actions from above meetings
- Leading on the assembly and dissemination of papers for meetings.
- Gather necessary information from university to be inputted into reports/evaluation.

Monitoring and Evaluation

- Work in collaboration with team at NewBridge to capture qualitative and quantitative data on audiences, participants and collaborators (including social impact reporting, equalities and diversity monitoring, environmental impact, and audience data).
- Lead on evaluation administration, including review and implementation of systems for recording data/feedback and completing data entry.
- Attend events and activity at NewBridge in order to support with monitoring and evaluation.
- Work with external evaluators where applicable – at present this includes working with Ortus Economic Research to evaluate our North East Combined Authority Skills for Growth project.

Other

- Adhere to and uphold to all NewBridge's procedures and policies – including Health & Safety in our building.
- Act as a point of contact for studio members and the public when working in the building.
- Along with all staff, work 'Front of House' as necessary including working in the bookshop, invigilating the gallery and events.
- Provide a friendly and warm welcome to visitors as well as information on the current and upcoming exhibitions and events.
- Keep up to date on email communication.
- Keep the building clean and tidy.
- Provide support to the Director and Programme Director and other team members where necessary.

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3. Skills and experience we are looking for

We don't expect people to have direct experience of everything on the job overview – we encourage applicants from all backgrounds to apply who have direct and transferrable skills and experience that would support you to do this role. If you have other skills, passions or strengths that would make you well suited to the role, but which aren't included in the list below, please tell us about them in your application.

Experience and Knowledge

Essential

- Experience in developing and writing successful fundraising applications in art, culture and/or community settings (do we want to say over £20K? More)
- Experience of collating information and writing reports for funders, partners, team members and/or stakeholders
- Experience or understanding of managing relationships with funders.
- Experience in monitoring and evaluation, and using this information to communicate outputs, impact and value to varied audiences and stakeholders.
- Experience of managing extensive or high-level budgets and monitoring progress
- Experience in role/s with similar or transferrable areas of responsibility.

Desirable

- Experience in devising evaluation frameworks and reporting systems.
- Experience in writing and implementing fundraising strategies.

Skills

Essential

- Excellent organisational skills, with the ability to show initiative, work under pressure and manage multiple priorities.
- Good level of computer literacy, including Microsoft Word, Excel and able to learn quickly when using online platforms and systems.
- Ability to work as part of a small, committed and mutually supportive team – working collectively toward shared aims, objectives and values.
- Ability to build and nurture strong relationships with individuals.
- Exceptional written communication skills, with the ability to adapt style and writing to different audiences, funders, partners etc.
- Ability to use data and evaluation information to tell a compelling story to evidence impact and a case for support.

Personal Attributes

Essential

- A good listener, who can communicate with a range of people
- Friendly and welcoming manner
- Organised and methodical in your approach to work
- Motivated and enthused by NewBridge's work, values and aims
- Commitment to diversity, equity and inclusion, environmental sustainability and social justice.

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4. Information & Guidance on how to apply/selection process

The deadline for applications is Monday 29 July, 12 noon

All applications must be sent to **applications@thenewbridgeproject.com** with the subject heading *Development & Reporting Manager Application*

We have a number of different ways to apply for this role. You can do this through:

- A single PDF document containing the information outlined below
- A video or audio file containing the information outlined below
- A mixture of written and video or audio application (e.g. an audio application but written Equal Opportunities Form)

If you require any adjustments to the recruitment process, please contact us directly so we can discuss how to support you in your application.

Please read this job pack carefully before applying – the job description and skills outlined should help you to make a strong application.

In your application (whether written, audio or video) please include the following:

A. Statement (no more than 2 A4 pages or 4 minutes in total) including the following:

- Your name
- Your pronouns - tell us how you like to be referred to such as she/her, he/him, they/them
- The job you are applying for
- Any access requirements or adjustments you want us to know about

- **Why you want this role?**

  - *This is the most important part of your application – and we use the statement (without CV) to inform our initial shortlisting.*

  - *Think about the role and the organisation – what interests you about NewBridge? What about this role appeals to you? What do you hope to get out of this role?*

    Tell us how you would approach the role of Development & Reporting Manager at NewBridge, and what you would like to bring to the role and organisation.

- Tell us how you are a good match for the skills and experience we are looking for.

  - *Tell us about any relevant work, education, training, skills and experience you have in relation to the information we have provided in Sections 2 and 3. What skills, experience and attributes would help you to do the job? How does current or recent work and experiences match the criteria for the role?*

B. CV (no more than 2 A4 pages or 3 minutes) including the following:

- Name, address, up to date contact information (phone and email)
- Any relevant experience (education, trainings, jobs, volunteering, life skills)
- Please include background such as roles, responsibilities or projects for specific items on your CV.
- 2 references

C. Equal opportunities and diversity monitoring form

We ask all applicants to complete our Equal Opportunities Form, which helps us monitor the diversity of our organisation and our work. Your responses will be treated with full confidentiality. If there are any questions you would rather not answer, please just tick 'prefer not to say' or skip to the next question.

Selection process

Applications will be assessed by at least two members of the NewBridge team and a Board member, and we assess applications using a matrix based on the answers given in your statement or audio/video application. Please note this scoring matrix is based on the skills and experience outlined in section 3, and how well you demonstrate your ability to carry out the responsibilities in section 2.

We will primarily use your statement for our assessment so please ensure any information you want us to see is in your statement rather than your CV.

Equal Opportunities monitoring information may be taken into account at final shortlisting stage to help us achieve our diversity and inclusion goals. This is part of our commitment to taking positive action to achieve equality of opportunity throughout our recruitment process.

Interview

Interviews will be held **Tuesday 6th August**. *Please indicate in your application if you cannot make this date*.

If you are shortlisted for interview, we will contact you via email, giving full details of the time, date and who you will be meeting at interview. We will also provide you with the main questions you will be asked in advance, though we may ask some follow up questions during the interview.

Getting in touch

If you're thinking of applying for the role but still have some questions, we are holding an **Online OPEN DAY** on Tuesday 9th July, where you can sign up to have a chat with Rebecca (Director) about the role. **Please sign up for a slot HERE.**

Once your appointment is confirmed we will email you a zoom link, or we will request a phone number to reach you by telephone if you'd prefer.

We are also happy to try to arrange a time on another day if the 9th July doesn't suit you.

We can also answer written questions via email, please send your query to applications@thenewbridgeproject.com with the subject heading *Development & Reporting Manager Query*. Please don't leave it too late with any questions though, so we can make sure we have time to get back to you.

5. Background information about The NewBridge Project

The NewBridge Project is an active artist-led community that supports artists, curators and communities through the provision of space for creative practice and an ambitious artist-led programme of exhibitions, commissions, artist development and events.

Our programme builds solidarity with the people around us, and is community-centred, experimental, collaborative and socially conscious at its heart. We work with our studio members, the wider artistic community and our neighbours to create a programme that responds to their needs and those of the local environment.

Our main areas of activity are:

NewBridge Exhibitions and Commissions

The NewBridge Project supports artists to produce new commissions, exhibitions, events, performances and screenings, generating an exciting programme of contemporary art that engages with the world around us.

We aim to deliver an artistic programme that is artist-led and experimental in its approach. NewBridge staff work alongside a Programme Committee to shape and deliver an artistic programme with a diverse curatorial voice, which supports the production and presentation of new artwork through exhibitions, commissions, off-site projects, our bookshop and events.

As well as stand-alone projects and commissions, we explore broader themes over long periods which inform one-and-other, and the way we develop our public programme and organisation. These have included, *Hidden Civil War*, which explored austerity and inequality in the wake of the EU referendum; *Deep Adaptation* which considered how social, political and economic issues could be understood in relation to climate change; and *For Solidarity*, an ongoing project which has mapped and established a network of organisations, communities and individuals who are working toward social and climate justice, and exploring alternatives to the mainstream economic system.

Artist Development

We have three strands of artist development, which together provide support for artists at all stages of their careers and from all backgrounds to develop new creative and professional skills and experience.

- ***Practice makes Practice*** is a rolling programme of events, workshops and opportunities that help people to build new skills and develop their careers. We plan this programme in response to needs and interests of our members and the wider creative community.

- ***The Collective Studio*** is an annual development programme for early-career artists or recent graduate artists. It provides participants with affordable studio space, opportunities to test out new ideas, and access a training programme of events, mentoring and socials.

- ***Create / Disrupt* –** A new development programme which supports those with no university degree and / or who face barriers to developing their artistic skills or a creative career. This programme includes free, skills workshop, and dedicated programme co-created by a cohort of participants.

Studios & Workspace

The NewBridge Project offers studio and workspace to artists at any stage of their career. Our studios are a community, where social interaction and conversations support artists to work together, discuss new ideas and make exciting new work.

The NewBridge Project provides affordable and accessible studio and project spaces for artists and creatives in the North East. The workspace is a critical and collaborative community, that allows artists to discuss and develop new ideas and projects. We have recently moved to a new building at the Shieldfield Centre, which is home to around 110 artists. The space houses studios, co-work spaces, member-led workshops, flexible project spaces for making and presenting work, and our public gallery space and bookshop.

Space and Community

The NewBridge Project creates a welcoming and public space, and we aim to provide a resource for the creative and local community alike. This includes a programme of cultural, social and education activity including events, creative workshops and communal meals.

We are proactive in listening and learning from everyone we work with, from our studio members to the wider creative community, audiences, local communities, audiences and residents – so

that we can ensure we are producing programmes and facilities that are relevant, timely and responsive to the interest and needs of the people we work with and place we work in.

We work in exciting, innovative and unique ways to develop and nurture relationships with individuals, communities and audiences, creating spaces for deep listening and learning.

Funding and Partnerships:

Our current funding and partnerships have enabled the organisation to grow and flourish, and we want to sustain the strong staff team we have built, and the unique and responsive programmes that we create through maintaining and building upon this.

We have a strong track record in fundraising, which has enabled the responsive and considered growth of our team and activities. The *Development & Reporting Manager* role will involve maintaining strong relationships with existing funders, including Arts Council England from whom we have secured four years of funding until March 2027 as a National Portfolio Organisation, with Newcastle Culture Investment Fund with whom we have three years of core funding until March 2025, with SHED, with Jerwood Arts who are supporting a new development programme for socially engaged artist, and with North of Tyne Skills for Growth Fund, who are supporting three years of activity ending September 2025 across our artist development programmes.

We aim to build on this work through making applications to new funders, which will further support our work in the long-term, provide additional core support across staff and running costs, as well as approaching smaller grant-making organisations for project support.

This role part-funded by the North of Tyne Combined Authority