



**LEWISHAM** YOUTH THEATRE

# DEVELOPMENT MANAGER

Recruitment pack



# ABOUT THE ROLE

The Development Manager will work with the Executive Team to design and deliver a fundraising strategy that secures sustainable income for Lewisham Youth Theatre (LYT).

This strategy will focus on multiple income streams, including trusts and foundations (across the arts, social impact, health and education sectors), statutory funding, individual giving, and corporate sponsorship.

The postholder will lead the delivery of this strategy – managing the fundraising pipeline, writing compelling bids and proposals, and cultivating strong relationships with donors, funders, and partners. They will also help build and sustain long-term partnerships that support LYT's creative and strategic goals.

We particularly encourage applications from candidates with lived experience of the needs of our participants, including those from Global Majority backgrounds. We see this as a 3 day role, however we are open to discussions around flexible and remote working.



**Salary:** £32,000 per annum (pro rata)

**Reporting to:** Executive Producer

**Hours:** 21 hours (approx 3 days)

**Holidays:** 20 days per annum plus bank holidays (pro rata)

**Primary Work Location:** 436 Lewisham High Street, SE13 6LJ (with remote working as agreed)

**Terms:** 1 year – Fixed Term

As this post involves working with young people, any offer of employment will be confirmed following the company's procedures and policies with regards to obtaining references and enhanced disclosure status.

[www.lewishamyouththeatre.com](http://www.lewishamyouththeatre.com)

# OUR MISSION STATEMENT

**All young people have a powerful voice and a right to be heard.**

Lewisham Youth Theatre (LYT) **nurtures** and **inspires** young people's voices through free participatory theatre activities, helping them to develop enduring and transferable skills that lead to increased life chances and long term well-being.

# OUR CREATIVE HUB

LYT's Creative Hub supports young artists from primary through young adulthood and early careers, providing a space where they can develop the skills, ambitions and agency to fulfil their potential.

We place young artists at the centre of creative change-making – as performers, writers, directors, designers, technicians, producers and creative activists. Whether growing their confidence & skills, developing creative careers or using creativity to make a difference in their local community, the Creative Hub provides a space for participants to flourish.

WHAT IS A  
YOUTH-LED  
CREATIVE HUB?

A PLACE FOR...





## ABOUT

# LEWISHAM YOUTH THEATRE

Since 1987, LYT has provided inclusive drama, performance and technical theatre activities completely free of charge to young people from across Lewisham's diverse communities. Starting as a professional *Theatre In Education (TIE)* company named *Electric*, we were commissioned to deliver youth theatre work in Bellingham, South Lewisham, where we developed the ethos of offering free programmes without auditions developed. In 2001, we moved into the Broadway Theatre in Catford, where we were resident until 2022, delivering a centre of excellence for youth arts. We now operate from our own Creative Hub on Lewisham High Street, which houses our offices, rehearsal and performance spaces. We remain Associate Artists of the Broadway Theatre, where we continue to perform.

**MORE INFORMATION ABOUT LYT:** Please refer to the [Publications Page](#) of our website for more information about our programmes and their impact.



# JOB DESCRIPTION

## ROLES AND RESPONSIBILITIES

### Fundraising Strategy & Planning

- Develop a three-year fundraising strategy aligned with LYT's mission, values and strategic goals.
- Identify and map potential income opportunities across health, arts, trusts & foundations, individuals and corporate partners.
- Set annual income targets (in consultation with the Executive Producer) and monitor progress through regular updates.
- Maintain a fundraising pipeline, tracking prospects, applications, outcomes and stewardship actions.

### Trusts, Foundations & Grant-making Bodies

- Research and identify relevant funders in the arts, health, youth and community sectors.
- Prepare high quality funding applications, proposals and reports to trusts, foundations, statutory funders and other grant-makers.
- Manage relationships with existing funders and ensure timely fulfilment of funder requirements, including reporting and monitoring.

### Individual Giving Development

- Develop and implement a strategy for individual giving, including regular giving and major donors opportunities.
- Cultivate donor relationships through tailored communications, events, stewardship plans.
- Work with the team to create meaningful donor journeys – from prospect to supporter to long-term partner.

# JOB DESCRIPTION

## ROLES AND RESPONSIBILITIES

### Corporate Sponsorship & Partnerships

- Identify and approach potential corporate partners whose values align with LYT's mission and values.
- Develop sponsorship packages, partnership proposals and activation ideas that deliver mutual value for LYT and corporate supporters.

### Collaboration & Embedding Fundraising Culture

- Align fundraising activity with programme, participation and strategic priorities.
- Collaborate to ensure fundraising messaging, case for support and storytelling are consistent and compelling.
- Support the organisation in maintaining fundraising best practice, including compliance with fundraising regulations, donor data protection (GDPR) and ethical standards.
- Participate in fundraising networks and sector events to keep abreast of trends, share learnings and help build LYT's fundraising profile.

### Monitoring, Reporting & Evaluation

- Maintain accurate donor/funder records and contact history (using internal systems).
- Produce reports for the Executive Producer and Council of Management on income performance, pipeline status, risks and opportunities.

# JOB DESCRIPTION

## PERSON SPECIFICATION

### ESSENTIAL:

- A minimum of 3 years experience in fundraising/development role, preferably within arts, youth work or cultural organisations.
- Proven track record of securing income from statutory bodies, trusts, foundations, individual donors and/or corporate partners within the arts, youth or community sector.
- Strong understanding of the funding landscape at a local, London wide and national scale.
- Excellent grant-writing skills, including research, proposal development, budgets, outcomes and reporting.
- Strong relationship-building and stakeholder management skills: able to engage funders, donors and corporate partners with credibility and enthusiasm.
- Strategic thinker who can translate organisational ambition into deliverable fundraising plans and targets.
- Excellent written and verbal communication skills; ability to craft compelling cases for support, presentations and donor materials.
- Organised and self-motivated, able to manage a varied workload, meet deadlines and prioritise effectively in a part-time (3-day) role.
- Commitment to inclusion, diversity, equity, and accessibility, especially in participatory arts contexts.



# JOB DESCRIPTION

## PERSON SPECIFICATION

### DESIRABLE:

- Experience of individual giving programmes (regular giving & major donors).
- Experience of corporate sponsorship and stewardship in arts or charitable settings.
- Familiarity with donor database/CRM systems (Airtable & Views – currently used at LYT) and ability to interpret data to inform strategy.
- Understanding of the creative health sector funding landscape and how health-related funders engage with youth and arts work.
- Knowledge of safeguarding, youth participation and applied theatre practice.

If you do not meet all of the criteria exactly, but you feel you have relevant experience and are interested in the role we encourage you to apply.



# HOW TO APPLY INSTRUCTIONS

- If you would like to apply for the role, email your CV and a cover letter with the subject "[Your Full Name] Development Manager Application" to [recruitment@lewishamyouththeatre.com](mailto:recruitment@lewishamyouththeatre.com)
- In the cover letter please tell us how your skills and experience make you qualified to deliver the responsibilities outlined in the Job Description.
- If you would prefer to submit a video recording in lieu of a cover letter, please also email this to [recruitment@lewishamyouththeatre.com](mailto:recruitment@lewishamyouththeatre.com)
- **Fill in our online Equal Opportunities Monitoring Form** here: <https://forms.gle/mK1bceKZTQz8126r8>

**Closing Date for Applications:  
5pm, Friday 23rd January 2026**

## **Interviews:**

Interviews will take place on Monday 2nd February.

**Informal Conversation:** For an informal conversation about the role, please email [recruitment@lewishamyouththeatre.com](mailto:recruitment@lewishamyouththeatre.com) or call Molly on 0208 318 2508.

Lewisham Youth Theatre is a Registered Charity (no. 297075) and an Equal Opportunities employer.