
Head of Partnerships & Philanthropy Recruitment Pack

Theatres Trust



**Apply by:
10am, Monday 31 March 2025**

About Theatres Trust

At **Theatres Trust**, we know that theatres and all the brilliant cultural activities that take place within them help to make us happier and more connected human beings. Theatres contribute significantly to our local economies and make our towns and cities vibrant places to live and visit. We know theatres improve our mental health, create jobs for local people, and provide opportunities for young people to grow in confidence. In short, there is nothing quite as magical as a theatre.

We believe that everyone, no matter who they are or where they live, should have access to theatre and experience inspirational and transformative live performance.

But many theatres across the country struggle financially just to keep the doors open and a significant number are under threat of permanent closure or demolition. The challenges facing our theatres have worsened over the last few years, with huge increases in maintenance and energy costs plus cuts in vital funding sources.

This is where Theatres Trust comes in. We are the only organisation in the UK that is empowered to protect and champion the future of every theatre across the country. We are a Department of Culture, Media and Sport Arm's-Length Body that advises the government on how to support the whole of the UK's theatre sector, from small-scale community spaces through to large-scale commercial venues. We are also a statutory consultee in the planning system in England, Scotland and Wales, which means Local Planning Authorities must consult us on any planning application involving or impacting a theatre. We therefore help shape and protect the future of cultural infrastructure in every part of the country.

We also operate the **Theatres Trust Charitable Fund**, which advocates for theatres across the country, provides free and impartial expert advice, and awards grants to organisations making a difference in their community.

In **2026**, we will mark the 50th anniversary of the Theatres Trust Act being passed in parliament with a year of celebration, events, and high-profile supporter contributions. Led by Joshua McTaggart, our new CEO who joined the organisation at the end of 2024, Theatres Trust is envisioning a reinvigorated future where our organisation plays an even more impactful role in shaping and stewarding the future cultural heritage of our country. We are excited for the future of Theatres Trust, and we hope you will consider joining us for the next part of our incredible journey.



To find out more, [visit our website](#)

Head of Partnerships and Philanthropy

We are seeking an experienced and creative individual to head up the new 'Partnerships and Philanthropy' portfolio of Theatres Trust. This individual will be responsible for developing and implementing the strategy that generates raised income for the organisation.

To date, the majority of raised income has been from private grant-making Trusts and Foundations, but we know this model is not sustainable. We are therefore looking for someone with new ideas to shift the focus and explore new avenues.

The role is a great opportunity for someone who is a self-starter, with a bold approach and the confidence that comes from a successful track record. Working with our new CEO, you will be encouraged to bring your fresh perspective and varied experience to take Theatres Trust's income generation to the next level.

You will be joining our dedicated staff team of 12, who you can read all about on our [website](#). As this is a new position for the organisation, you will initially be the only staff member dedicated to this portfolio, with support from the organisation's Administrator. One of the expectations in the first year of the role is to secure the necessary income to expand the team to include at least one other member of staff.

Key Duties and Responsibilities

Strategic

- Working with the CEO, create a new short-medium term income generation plan to meet an annual target of circa £250,000.
- Working with the CEO and other members of the Senior Leadership Team, shape the new organisational strategy which will launch in spring 2026.
- Review and enhance the Ambassadors Programme, understanding the potential of current Ambassadors such as Jude Law and Sir Lenny Henry, while working with the CEO to steward new Ambassadors onto the scheme.
- Redesign the Friends Scheme, with input from Communications and Marketing team.

Partnerships

- Develop a refreshed approach for Theatres Trust to engage commercial partnerships that align with our values while generating unrestricted income.
- Auditing and re-designing the current corporate partnership scheme to re-launch in spring 2026 as part of our 50th Anniversary Celebrations.
- Build collaborative relationships with existing corporate partners and ensure relationships with those key stakeholders are maintained.
- Securing new corporate partnerships, maintaining and nurturing those relationships, and stewarding organisations onto the new scheme.

Head of Partnerships and Philanthropy

Philanthropy

- Leading on application and reporting for Trusts and Foundations, ensuring delivery of applications/proposals, subsequent contracting and reporting requirements, and ongoing relationship management.
- Developing a mid-major individual donor strategy and delivering on it.
- Working with the CEO to steward potential High-Net-Worth donors.

Cross-area

- Devising and managing a programme of stewarding and cultivation events.
- Acting as the key contact for all partnerships and philanthropic relationships.
- Working with the Communications and Marketing team to create Partnership communications of the highest standard, tailored to suit different stakeholders.
- Working with the Advice Team to find compelling content for pitches/proposals/applications and to pull together strong evaluation and accurate monitoring reports.
- Keeping up to date with income generation trends, issues in the sector, best practice, and ensuring Theatres Trust is compliant with regulations.

Finance and record-keeping

- With the CEO and General Manager, review and overhaul the way Salesforce is being used to track and record income generation activity and relationships.
- Maintaining accurate records of all income generation activity.
- Managing the Raised Income cost centre of the annual budget and providing income and expenditure forecasts for the Executive Committee and Board.
- Managing the accounts for online giving platforms (CAF, Charities Trust, JustGiving, The Big Give, MyGiving hub etc) and reviewing the current systems and processes.

General

- Support and advocate for the aims and objectives of Theatres Trust.
- Take an active role in continued professional development, identifying relevant training opportunities.
- Supporting Theatres Trust in delivery of events and programmes.
- Promote the development and embedding of anti-oppression practices in the workplace.
- Any other duties as reasonably required.



Person Specification

We are looking for a motivated and highly organised team player who can balance long-term strategic planning with hands-on delivery to join our small group of permanent staff.

Candidates should have demonstrable experience in:-

- Annual raised income generation and a proven track record of success.
- Creating and delivering innovative income generation campaigns and strategies that meet, if not exceed agreed, targets.
- Successfully cultivating, nurturing, and managing partner relationships across corporates, individuals, trusts, and foundations.
- Developing and delivering cultivation and raised income events.
- Raising and stewarding individual gifts of £10k and above.
- Managing income and expenditure budgets.

Candidates should also possess the following knowledge and skills:-

- Excellent organisational skills, with an intrinsic eye for detail and the ability to work effectively under pressure and meet deadlines.
- Advanced skills in both written and oral communication and presentation.
- The ability to inspire, motivate and persuade, especially proactively developing successful relationships built on collaboration and trust.
- Strong and confident negotiator who is goal orientated and targets-driven.
- Good computer literacy skills, including Microsoft Office and Salesforce.
- Strong working knowledge of raised income best practice.
- Understanding and commitment to anti-oppression, equity, and justice.
- A passion for the aims and work of Theatres Trust.



Terms and Conditions

Job Title:	Head of Partnerships and Philanthropy
Responsible to:	Chief Executive Officer
Responsible for:	None, currently
Working with:	Head of Communications and Marketing and other SLT
Contract:	Full-time, permanent
Working Hours:	35 hours per week Usual office hours are Monday - Friday, 9.30am-5.30pm with an informal flexi-time system in operation Very occasional weekend and evening work may be required
Work Base:	22 Charing Cross Road, London, WC2H 0QL Hybrid remote and in-office working is offered, with a minimum of two days in the office per week
Salary:	£50,000 per annum, paid monthly by PAYE
Benefits:	6% employer pension contribution after three months Additional paid holiday for Christmas office closure between 25 December and 1 January Training and development opportunities
Annual Leave:	28 days per annum plus Statutory Bank Holidays
Probation Period:	Six months
Notice Period:	One week during probation period, three months thereafter



How to Apply

To apply, please send your **CV and a cover letter** of no more than **two A4 pages each**, along with a completed Equal Opportunities monitoring form, by email to: info@theatrust.org.uk. Please use the subject line “Head of Partnerships and Philanthropy Application”.

Please don't include headshots or photos of yourself in your application. Your name and contact details will be redacted before your application is passed to the shortlisting panel.

Deadline for applications: 10am Monday 31 March 2025

First Round Interviews will take place at the Theatres Trust offices on Friday 11 April 2025. Please let us know in your email of your availability on this day.

We are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experiences, and skills to join us and influence and develop our working practice. We particularly encourage applications from Black and global majority people, and candidates who self-identify as disabled.

All candidates who self-identify as disabled and who demonstrate that they meet the minimum criteria will be invited for an interview, in line with the Equality Act 2010.

If you have any questions or would like to discuss the role and organisation before applying, please contact Rachael Smith, General Manager, rachael.smith@theatrust.org.uk.





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