



**Post:** Public Sector and Trusts Officer  
**Reference:** 8054  
**Band:** Specialist  
**Department:** Development  
**Contract:** 12 months fixed-term  
**Reporting to:** Public Sector and Trusts Manager  
**Location:** Albert Dock, Liverpool

## **Background**

The aim of Tate is to increase public awareness, understanding and appreciation of British art from the 16<sup>th</sup> century to the present day, and of international modern and contemporary art.

Tate Liverpool opened in 1988 and is the largest gallery of modern art in the UK outside London. Our mission is to be innovative and influential in the presentation and interpretation of British and international modern and contemporary art, engaging visitors and developing a more diverse audience base.

The Development team leads and co-ordinates all fund-raising activities for Tate Liverpool, devising and implementing strategies for generating public and private-sector support. The team works closely with all Gallery departments as well as the Development Office in London, to initiate and administer all approaches to companies, charitable trusts and foundations and public sector agencies for exhibition and education project sponsorship, donations, legacies and capital project funding. The team is also responsible for the Membership Scheme, Corporate Membership Scheme, Tate Members Liverpool, and the administration of events associated with all funding partners and Tate Members, as well as the Gallery's own entertainment needs.

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

## **Purpose of the Job**

To deliver all benefits, including project reporting, in connection with public sector and trusts supporters. To provide support for Tate Liverpool's Corporate Social Responsibility Membership Scheme. To administer new relationships and issue contracts. To research prospects and produce funding applications.

## **Main Activities/Responsibilities**

- Uses Charisma to ensure timely approaches and accurate delivery of benefits.
- Works with colleagues to prepare and deliver activity reports to stakeholders.
- Works with colleagues to support the Corporate Social Responsibility Membership Scheme and provides project reporting.

- Researches prospects from public sector and trust fundraising.
- Uses Charisma to coordinate information gallery-wide.
- Works closely with the Public Sector & Trusts Manager and the legal department in London to administer contractual negotiations.
- Drafts, prepares and submits fundraising proposals and applications.
- Is the main point of contact for the administration of public sector and trusts supporter relationships.
- Occasional out-of-hours work may be required to support events.

## **Person Specification**

### **Essential**

- Demonstrable experience in a similar role, with a proven track record in fundraising.
- Excellent IT skills, including word processing, database and data management.
- Experience of using Charisma or a similar relationships management database.
- Excellent verbal and written communication skills, with the confidence to communicate with a wide variety of people.
- The ability to build effective working relationships and work well as part of a team.
- Excellent organisational and administrative skills, with the ability to work accurately and methodically at all times.
- Effective prioritisation skills with the ability to work under pressure and to tight deadlines.
- Well-developed research skills.
- An interest in and commitment to the work of Tate

### **Desirable**

- Previous experience of working in the arts sector
- Knowledge of public sector fundraising.

## **Pay and Benefits**

### **Type of Contract**

This appointment is offered on a fixed-term contract of 12 months.

### **Working Hours**

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

## Salary

This post is graded in the Specialist Band of Tate's Pay Bands which is as follows:

Minimum	+1	+2	+3	+4	+5	+6	+7	Ceiling
£18,300	£19,300	£19,800	£20,300	£21,300	£22,300	£23,300	£24,300	£25,257

An appointment to this post will be made at the minimum of the band at £18,300 per annum. A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

As part of the pay negotiations for the pay award payable from 1 April 2008, we will be undertaking a review of the current pay bands and progression arrangements. In the interim we will continue to use the existing scales for setting starting salaries for new staff and adjusting salaries for existing staff. We will communicate any changes to staff as they are agreed.

## Annual Leave

Annual leave is 25 working days per annum.

## 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 offer a choice of two types of pension:

- **nuvos.** This is a high quality, index-linked defined benefit occupational pension scheme that currently has a 3.5% member contribution rate. As your employer we meet the rest of the cost of the scheme.
- **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, different conditions may apply.

## Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts in the Tate Restaurants and Cafes and on items purchased in the Tate Bookshops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

## **Selection**

Completed application forms should be returned to:

**Recruitment Manager**  
**Reference: 8054**  
**Tate Liverpool**  
**Albert Dock**  
**Liverpool**  
**L3 4BB**

In view of the increasing postal costs and our constant need to make the best possible use of our resources it is our policy to write only to those people who are invited for interview. I am sure that you will appreciate the need for this. If you would like confirmation of receipt of your application please enclose a stamped addressed postcard. If you do not receive an invitation to interview by 17 July 2008, regrettably, you should assume that you have not been successful on this occasion.

The closing date for the return of completed application forms is **Friday 4 July 2008 by 5.00pm**. Interviews will be held on **Thursday 17 July 2008**.

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