

A theatrical scene set in a grand, dimly lit room with heavy patterned curtains and a large ornate chandelier. In the foreground, a woman with red hair, wearing a long, flowing green dress, lies on the floor with her arms raised in a dramatic pose. In the background, several men in tuxedos are visible; one on the left holds a glass, while others in the center and right are clapping. A woman in a light blue dress and tiara stands on the right, also clapping. The overall atmosphere is one of a grand performance or celebration.

# DEVELOPMENT OFFICER

## Application Pack

Application Deadline:  
Monday 9th March 2026 @ 10am

NEW/ADVENTURES

# DEVELOPMENT OFFICER APPLICATION PACK

Thank you for your interest in the **full-time** role of **Development Officer** at New Adventures.

This pack includes:

- how to apply
- information about the company
- a job description
- a person specification
- summary of the Main Terms and Conditions

## HOW TO APPLY

Before applying, please read the information and guidance notes provided in this pack carefully. We appreciate the time it takes in applying for roles and we want you to have the opportunity to tell us about yourself and explain why this position is right for you in whatever way feels most appropriate to you. All applications will be considered based on content, not on format.

Please send one of the following, together with a CV:

- A cover letter (maximum two A4 sides – either bullet points or full sentences, whichever you feel more comfortable with)

OR

- Presentation - Keynote or PowerPoint

OR

- Short video or sound file (5 minutes max)

All applications should address the following:

- Who you are
- What you could bring to New Adventures in this role.
- Your suitability for the position and specifically how your experience matches the role, job description and person specification.
- Provide details of two people who can comment on your work professionally including your current or previous employer. Please indicate how long and in what capacity your referees have known you. Referees will not be contacted without your permission.

We also ask applicants to complete our equal opportunities monitoring form which can be completed [here](#).

Completion of the form is optional, and every question has a 'prefer not to say' option. The form will be kept separate from your application and will not be seen by the recruitment panel or form any part of the assessment of your application. Any information you provide on this form will only be used by New Adventures to better understand our reach and help improve future recruitment.

The deadline for applications is Monday 9<sup>th</sup> March 2026 @ 10am

# SUBMITTING YOUR APPLICATION

If you are applying in writing, please submit your CV and cover letter to Irene Butera, [recruitment@new-adventures.net](mailto:recruitment@new-adventures.net), with the subject field marked 'Development Officer Application'.

You can upload a video or audio file along with your equal opportunities form and CV to us using the We Transfer service <https://wetransfer.com/> – when using this service please send your file to [recruitment@new-adventures.net](mailto:recruitment@new-adventures.net), with the subject field marked 'Development Officer Application'.

Your equal opportunities monitoring form should be completed online. If you require any support completing the form in this way, please let us know.

All applications will be acknowledged.

## Recruitment and Project Timeline

Application Deadline:	Monday 9 <sup>th</sup> March 2026 @ 10am
Applicants invited to interview:	Friday 13 <sup>th</sup> March 2026
First round interview (online):	w/c 16 <sup>th</sup> March 2026
Second round interview (in-person):	Wednesday 25 <sup>th</sup> March 2026

## Interview Information

The interview will be a panel interview with a maximum 3 people that will last no longer than one hour. The names of the interview panellists and interview questions will be sent to you in advance.

Please let us know within your application if you are not available on any of the dates above. It is our intention for first round interviews to take place online, with a second round held at our office in London.

## **Commitment to Access**

We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place. If you have any access requirements, or barriers to access that you would like to discuss, please do not hesitate to let us know either before applying or as part of your application.

Candidates who are shortlisted for interview will be given the opportunity to specify any access requirements so that appropriate arrangements can be made. If you require this application pack in an alternative format, please contact us.

## **For Further Information**

For an open and informal and confidential chat about the role, or to ask any questions, please contact Irene Butera, Head of Development, on 01252 597050 or [recruitment@new-adventures.net](mailto:recruitment@new-adventures.net)



## ABOUT THE COMPANY



**Matthew Bourne's *The Red Shoes* (Photo: Johan Persson)**

Matthew Bourne's New Adventures is an award-winning, ground-breaking British dance-theatre company, famous for telling stories with a unique theatrical twist. Since 1987 New Adventures has changed the popularity of dance in Britain, creating works that have altered the public perception of what is possible when it comes to telling stories without words.

New Adventures is a charity, and its principal funder is Arts Council England. As well as producing award-winning productions which dazzle audiences across the globe, New Adventures is committed to playing a meaningful role in diversifying the dance landscape for future generations. The company's Take Part work reaches thousands each year through transformative workshops and masterclasses to schools and communities across Britain; the company's many strands of talent development work nurture the best emerging talent from communities across the UK, springboarding them into our company and the wider sector.

## **We work in the following key areas:**

- On Stage – large-scale, innovative and highly popular works that tour nationally and internationally .
- Talent Development – nurturing the next generation of dancers and choreographers, particularly seeking out those who have been historically excluded from pathways into the arts .
- Young people and communities – participatory activity for people of all ages, including workshops, residencies and large-scale projects in partnership with other organisations
- REEL Adventures – ways of delivering on film, broadcast and digital platforms .

## **Our core values are:**

- Audience – Our audiences are why we do what we do. Entertaining, engaging and inspiring audiences is our passion. We proudly tour to more venues and give more performances each year than any other dance company in the UK. We strive to be widely accessible and welcoming to both our loyal and new audiences.
- Adventure – Since the beginning we have been bold, maverick and adventurous. 30 years on we continue to push boundaries and defy expectations in dance, storytelling and ambition. We are committed to reaching as many people and places as possible through our productions and projects.
- Community – We have a shared commitment to supporting, developing and investing in all members of the New Adventures company and everyone involved with our work in whatever capacity – performers, creatives, crew, staff, practitioners, audiences, participants, trustees, students, interns, volunteers and partners. We all matter.

## Commitment to Equity, Diversity, and Inclusion

New Adventures is committed to achieving a working environment which provides equity of opportunity and freedom from discrimination, harassment, and bullying. We believe that everyone is entitled to be treated with respect and dignity.

One of our core company values is Community and we have a long-held and shared commitment to supporting, developing, and investing in all members of the New Adventures company and everyone involved with our work in whatever capacity - performers, creatives, crew, staff, dance artists, audiences, participants, trustees, students, and partners.

We work together with partners e.g. [Creative Access](#) and [Global Butterflies](#), to help us achieve these aims.

We encourage applications from candidates of all backgrounds and welcome different points of view, skills, and stories.

Our freelancers, staff team and Trustees are actively engaged in equity, inclusion, and anti-racism work through programmed, facilitated learning sessions and our Equity, Diversity, Inclusion and Access (EDIA) Working Group. Anyone joining the company is expected to support and promote our Equity, Diversity, and Inclusion Policy.





# **JOB DESCRIPTION: DEVELOPMENT OFFICER**

## **PURPOSE**

Working closely with the Head of Development, Development Associate and the Senior Leadership Team, the Development Officer will support Matthew Bourne's artistic vision by working to maximise voluntary income. The post holder will support on all aspects of the Development department, including trusts and foundations, individual supporters, and corporate partnerships, as well as ensuring the delivery of events. This role is crucial in administering the fundraising function of the charity and ensuring the day-to-day stewardship of stakeholder relationships with New Adventures.

2027 marks the 40th anniversary of New Adventures, so it is an exciting time to join the organisation and be a part of the events planned to celebrate our heritage and our future. The role will play a major part in creating and delivering events to support essential opportunities to steward/recruit donors in a creative and engaging way. This role would be suitable for someone with experience of delivering events and who is looking to grow a career within arts fundraising and development. There will be opportunity for the right candidate to grow within the role and the organisation.

Responsible to: Head of Development

## **KEY RESPONSIBILITIES OF THE ROLE**

### **Events and Cultivation**

- Lead the planning and delivery of cultivation and corporate events, including Supporters' Nights, Dinner on Stage, launch events and corporate entertainment.
- Support the strategic development of cultivation activity, ensuring events align with New Adventures' artistic programme and fundraising priorities.
- Support the planning and delivery of the 40th anniversary fundraising events.
- Coordinate trustee, Senior Leadership Team, Senior Management Team and staff engagement at events and donor rehearsal room visits.

- Manage relationships with venue partners for corporate events.
- Monitor corporate event budgets, maintaining accurate oversight of quotes and agreed expenditure.
- Support prospect research and communications with corporate clients and prospects.
- Coordinate stewardship of corporate and in-kind supporters.
- Support the contracting processes for corporate events.

## **Trusts and Foundations**

- Support with researching and identifying new trusts and foundations prospects.
- Support the preparation of strong and compelling grant applications, leading on bids under £10,000 and supporting larger applications.
- Liaise with colleagues to gather accurate information for applications and reports.
- Maintain relationships with key funders and ensure all grant conditions, reporting and acknowledgements are fulfilled to a high standard.

## **Major Gifts and Individual Giving**

- Deliver high quality, personalised stewardship to major donors, mid-level supporters and regular givers.
- Manage communications with donors giving between £1,000 and £10,000.
- Support the preparation of strong and compelling major gift proposals and cultivation approaches.
- Work with the Communications team to produce supporter newsletters and wider donor communications.
- Lead delivery of the regular giving income target and manage renewal and recognition processes.

## **Administration and Reporting**

- Maintain accurate and comprehensive donor and prospect records on the CRM, ensuring compliance with GDPR.
- Develop and refine CRM processes with the Head of Development to support efficient working across the company.
- Produce regular reports and support data collection for funder reporting.

- Liaise with the Finance team to ensure income is properly administered and funding terms are met in line with Charity Commission requirements.
- Contribute to income forecasting and expenditure monitoring for Board reporting.
- Keep informed of fundraising regulations, sector developments and best practice.
- Support the administration and minuting of the quarterly Development Sub Committee.
- Arrange meetings and coordinate engagement with SMT, SLT, trustees and external stakeholders.
- Record actions and track progress through project management systems.
- Support research, reporting and Board communications as required by the Head of Development and Executive Director.
- Champion the importance of fundraising across the organisation, building strong working relationships with all teams.
- Work with all teams to ensure project schedules and evaluation requirements are embedded in funded activity.

## **General**

- Take an active role in your continuing professional development, identifying relevant training and professional development opportunities.
- To always work in accordance with New Adventures' Environmental Policy and Action Plan and to proactively develop and encourage environmentally sustainable practice.
- To embody the New Adventures Equality Plan, Dignity at Work Policy and any other policies or plans New Adventures may introduce in the future.

## **Advocacy**

- Attend premieres, press nights and important company performances and events as required.
- Always act as an advocate for the company.
- Attend industry events as a representative of the company.
- On occasion tour with the company and represent the company at the presenting venues with overnight stays as required.

## **Other**

- To always act in the best interests of New Adventures.
- To be an enthusiastic advocate of New Adventures and have a thorough understanding of the company's mission, vision and aims.
- Other duties as reasonably required by your line manager.

## **PERSON SPECIFICATION**

We will be using this to shortlist applicants. There may be some questions here that you can't confidently answer 'yes' to – don't be put off by this. If you still feel that you could do the job well, we want to hear from you.

We require a hands-on, motivated individual to join our high-performing team. This role would suit a candidate with exceptional written and verbal communication skills, with previous experience of events delivery in a development role. Knowledge of the theatre and dance sector and experience of coordinating or providing administrative support for events would be useful. This role will play a key part in supporting the delivery of a series of events for corporate clients, Major Donors and other fundraising stakeholders. Those will include: Supporters' Nights, Dinners on Stage, and participation in the 40<sup>th</sup> Anniversary fundraising campaign in 2027.

We will be using this to shortlist applicants. There may be some questions here that you can't confidently answer 'yes' to – don't be put off by this. If you still feel that you could do the job well, we want to hear from you.

### **Knowledge and Experience**

- Do you have previous experience of a fundraising or business development role?
- Do you have experience of event coordination and administration?
- Do you have experience of producing customer/donor communications?
- Do you have experience of using and administering CRM and data systems?
- Do you have knowledge of GDPR, data protection and fundraising compliance?

## Skills and Attributes

- Do you have excellent written and verbal communication skills?
- Do you have excellent attention to detail, proven ability to multitask, work to targets and meet tight deadlines?
- Do you have copy writing and proof-reading ability?
- Do you have excellent interpersonal skills?
- Do you have the ability to connect with a wide range of stakeholders?
- Have you got a passion for the arts and belief in its ability to have a positive effect on people's lives?
- Are you skilled in the use of MS Excel and MS Word?
- Do you have knowledge of the UK dance and theatre sector?
- Do you have knowledge of the UK charity sector?

## SUMMARY OF MAIN TERMS AND CONDITIONS

Contract:	Permanent
Salary:	£33,000-35,000 per annum
Hours of work:	The working week is 40 hours, including a one-hour lunch break each day. Usual office hours are 9am – 5pm / 10am – 6pm, Monday-Friday. The nature of the responsibilities is that additional working may be required. No overtime will be paid but time off in lieu (TOIL) may be taken with prior agreement in accordance with our TOIL policy.



Location:	<p>Primary location London, with occasional travel to our base at Farnham Maltings and to tour locations around the UK. We currently work within a Hybrid Working model as we want to support our employees to do their best work, have a good work life balance and work flexibly whilst staying connected and retaining our sense of purpose and values. The Development Officer would be required to work from the office on at least Tuesday, Wednesday and Thursday. Travel outside of commuting to your work base will be covered by New Adventures.</p>
Line Manager:	Head of Development
Probationary Period:	Three months, during which time four week's notice is required by both parties
Subsequent Notice Period:	Two months from both parties.
Paid holiday entitlement:	<p>20 days per annum, pro rata plus statutory Bank Holidays and employee birthday. Leave increases year-on-year by one day per year, up to a maximum of 25 days.</p> <p>When possible, the office is closed between Christmas and the New Year, in addition to the annual holiday entitlement, as part of the company's (TOIL) policy.</p>
Benefits:	<p>Commitment to continued professional development through in-house training, development courses and personal training allowance.</p> <p>Complimentary tickets and discounts for New Adventures shows, subject to the company's ticket policy.</p>

Cycle2Work scheme and Employee Assistance Programme.

Pension scheme:	If the post holder meets the qualifying criteria, they will be automatically enrolled into the company pension scheme, which is with NEST. The employer's contribution is 3% and employee 5%.
Identity checks:	The successful applicant will need to provide official documents to confirm that they have the right to work in the UK.
References	All offers of employment will be subject to receipt of satisfactory references.

## EQUAL OPPORTUNITIES

New Adventures strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. New Adventures welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other identity characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently underrepresented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.