



JOB DESCRIPTION: Development and operations manager

Reports to: Artistic and Executive Director

Fee: £32,000 - 35,000 per annum depending on experience, 2 days a week (At least some hours must take place on Mondays OR Wednesdays in order to coordinate with the rest of the core team)

Hours: 2 days a week (7 hours). We are in the process of applying for funding that would increase this role to 2.5 days a week. Flexible/hybrid working is available. You can manage your hours flexibly but must be available to occasionally attend sessions in order to familiarise yourself with the projects, these can occur in evenings and during school holidays. Locations mainly in Hackney. There are also some set times for meetings. Team meetings take place every other week and Strategy meetings once per month on either Mondays or Wednesdays so some time on one of these days is essential.

Contract: This is 2 day a week permanent contract. There is a 6 month probation period.

All appointments are subject to: 2 satisfactory references, Evidence of right to work in the UK & an Enhanced Level DBS check or willingness to undertake one.

Contract will begin 1st September 2026

We particularly welcome applications from candidates who identify as disabled, neurodivergent, Black, Asian, from a minority ethnic background, LGBTQIA+ or from any under-represented socio-economic and educational backgrounds.

Access requirements for the application process

We want to make this application process as accessible as possible. If you do not find this application accessible for you, please get in touch with us at vicki@hackneyshed.org.uk and we can discuss alternatives. We would accept an application form in video or audio format.

In line with the Disability Confident scheme, we will ensure that disabled applicants that meet the minimum criteria for this position will be offered an interview. However, if we need to limit the total number of interviews offered we will offer a proportionate number of interviews to disabled applicants.

If you have any specific requirements including anything you might need should you get called for interview (e.g. interpreters, information in different formats etc.), or would like to discuss any aspect of the role in confidence, please contact vicki@hackneyshed.org.uk.

Please note, any information you provide around your access requirements will not form part of the shortlisting process.

About Hackney Shed:

Hackney Shed is an inclusive theatre company established in 2001 working with young people under 26, delivering workshops and creating performances.

Hackney Shed believes in a world in which young people of all experiences and contexts can come together and be creative. Our inclusive practice focuses on making all our activities accessible to a representative community of young people in Hackney and the surrounding boroughs, with a particular commitment to engaging young people with Special Educational Needs and Disabilities (SEND), neurodivergent individuals, and young people from diverse and low-income backgrounds. We pride ourselves on our 'donate what you can' policy which ensures accessibility with no financial barriers.

The Role:

We are seeking a pro-active and passionate individual who is interested in flexible, remote working opportunities to complement their existing commitments. This role is ideal for someone with a keen interest in the arts and a desire to work supporting young people, and a commitment to promoting inclusion and accessibility. You will have proven experience working in other roles requiring high levels of attention to detail and excellent writing skills, with the desire to use these skills in a fundraising and operational capacity

The Development and Operations Manager will draft and develop funding bids to trusts, foundations and funding bodies like Arts Council England, and support the team in meeting fundraising targets. As Development and Operations Manager, you will be proactive, and

dynamic. You will either have proven experience in raising funds from grant-making trusts and foundations and/or governments and in writing funding bids or have other relevant and transferable skills and a clear commitment to building expertise in fundraising. In this role, you will also support on monitoring and report writing for any successful bids.

The Operations side of the role will require you to manage the information technology needs of Hackney Shed and support any administrative processes and procedures – through word processing, compiling databases, developing application forms etc. You will also be required to manage budgets, support staff operations (for example with payroll and safeguarding checks), to work on our policies and lead on supporting the company to gain and maintain our awards and accreditations.

If you have proven experience writing successful funding bids (or similar) and/or experience managing large projects or small organisations and you're looking to make a difference in the community, this position offers the perfect opportunity to make a positive impact while growing your skills in a supportive, creative environment. Hackney Shed have a small core team and you would be an integral part of that team. Join us in supporting young people through creative, inclusive arts programming.



JOB SPECIFICATION: Development and Operations Manager



Responsible to: Artistic and Executive Director

Contract: £32000-35000/year (pro rata) depending on experience – 2 days a week (potentially 2.5 days funding dependent) Flexible/hybrid working is available. Some hours required on Monday OR Wednesday.

Key Responsibilities:

Development/Fundraising

1. Collaborate with the Artistic and Executive Director to identify and meet Hackney Shed's funding targets
2. Work with Artistic and Executive Director to develop a fundraising strategy to secure grants and donations.
3. Research new opportunities and support the development of relationships to secure funding.
4. Maintain an up-to-date understanding of funding sources and their requirements from applicants
5. Draft, proofread and edit funding bids to meet the funder's criteria and deadlines.
6. Assist in monitoring, report writing, and communicating project outcomes to funders.
7. Manage multiple deadlines and stay informed on relevant funding trends.
8. Work with Artistic and Executive Director to explore and implement other funding strategies to diversify income generation beyond grant giving.

Operations Management

9. To set up and maintain any administration processes and procedures, including running the administration for our online cloud and document management platform, Microsoft Sharepoint.
10. To lead on the information technology needs of Hackney Shed – through word processing, compiling databases, developing application forms etc.
11. To assist the Director in setting up and managing the budget.
12. To process staff invoices each month.
13. To lead on website management and updates.
14. To help develop policy and once developed to be pro-active in ensuring adherence. To regularly monitor and update policies as required and to actively promote good practice amongst all members, volunteers, parents/carers and the public.
15. Tracking to ensure all staff and volunteers DBS checks and necessary training is up to date.
16. To lead on applying and maintaining our Quality Mark accreditation and researching any other relevant awards, accreditations, official recognitions that may be suitable for Hackney Shed.
17. To adhere to all financial recording procedures set up by Hackney Shed and the Governing Board/Managing Body.
18. To adhere to the inclusive philosophy and equal opportunities policy of Hackney Shed during the provision of your services.
19. To attend strategy and team meetings as scheduled with the senior leadership team to contribute to Hackney Shed's Development
20. The Development and Operations Manager may be required for additional meetings or duties outside of normal hours. These will be arranged as necessary and terms and payment agreed on an individual basis if regular hours are exceeded.
21. Champion Hackney Shed's inclusive practice and policy.

Person Specification:



	Essential	Desirable
1. Qualifications And Experience:		
1.1 A relevant degree, professional qualification or proven experience.	*	
1.2 Experience of successful and targeted fundraising and/or operations/project management	*	
1.3 Experience of budget and forecast preparation, management and monitoring.		*
1.4 Knowledge & experience of significant laws, regulation and best practice including health & safety, child protection, risk management and compliance.		*
1.5 Knowledge & experience of reputation management & development.		*
2. Abilities/Skills:		
2.1 Proven ability to communicate effectively with stakeholders including parents, carers, members, funders, media and press and other external organisations	*	
2.2 Proven ability to write successful funding applications or relevant transferable skills.	*	
2.3 Meticulous attention to detail and ability to handle administrative tasks efficiently.	*	
2.4 Excellent IT skills including MS office programmes.	*	
3. Disposition/Attitudes		
3.1 Ability to work co-operatively and productively with other members of a team, volunteers, members and stakeholders.	*	
3.2 Drive to work alone and in a team.	*	
3.3 Ability to apply logic and judgement to practical situations to come to an effective, diplomatic or pragmatic solution.	*	
4. Training & Equal Opportunities.		
4.1 Willingness to keep professional knowledge and skills up to date.	*	
4.2 Commitment to equal opportunities and inclusive policy and practical awareness of how to implement it.	*	



Application form for Development and Operations Manager

Please complete all relevant parts of this form clearly in type or dark ink and use additional sheets if necessary. Do not write on the reverse of any page.

Please read the Job Description and Recruitment Pack before applying.

Please send completed applications by no later than:
1st June 2026 at 9am

All applications should be emailed to vicki@hackneyshed.org.uk

Applications received after 9am on the deadline date will not be accepted.

**Please save your application as your name.
Include your name and DO26 as the email subject when submitting.**

Access requirements for the application process

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In line with the Disability Confident scheme, we will ensure that disabled applicants that meet the minimum criteria for this position will be offered an interview. However, if we need to limit the total number of interviews offered, we will offer a proportionate number of interviews to disabled applicants.

Do you consider yourself to have a disability?	YES	NO
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If you have any specific requirements including anything you might need should you get called for interview (e.g. interpreters, information in different formats etc.), or would like to discuss any aspect of the role in confidence, please contact vicki@hackneyshed.org.uk.

Please note, any information you provide around your access requirements will not form part of the shortlisting process.

Personal Details

Full Name:					
Pronouns:					
Address:					
Post Code:			Telephone number:		
E-mail Address					
Are you allowed to work in the UK?	YES	NO	Do you require a work permit?	YES	NO

Education, Training and Qualifications

School, College etc.	Qualification Obtained	Date Obtained

Work Experience (Please include paid and unpaid work)

Present or most recent employment – please do not use more than 2 pages for this section

Job title:

Name and address of employer:

Date started:

Date left:

Reason for leaving:

Brief outline of duties:

Job title:

Name and address of employer:

Date started:

Date left:

Reason for leaving:

Brief outline of duties

Job title:

Name and address of employer:

Date started:

Date left:

Reason for leaving:

Brief outline of duties

Job title:

Name and address of employer:

Date started:

Date left:

Reason for leaving:

Brief outline of duties

Using the job description and person specification as a guide, please outline why you are interested in the post and how your skills and experience meet the criteria for this role.

(No more than 1 page of A4)

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Referees

Please give details of two people whom we may contact for references. One should be your current or last employer. References will only be taken after the interview.

Name:

In which capacity do you know the referee:

Name of organisation:

Address:

Telephone number:

Email:

Name:

In which capacity do you know the referee:

Name of organisation:

Address:

Telephone number:

Email:

Declaration

I declare that the information I have given on this form is complete and accurate. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.

Signed: _____

Date: _____

Successful applicants will be required to undergo a DBS check.

Please return this form completed by 9am on Monday 1st June 2026

vicki@hackneyshed.org.uk

Please also submit an equal opportunities monitoring form. This form is anonymous and helps us to see if we are reaching a diverse range of people and has no impact on your application. Link below

[Equal Opportunities Monitoring Form](#)