



## **DEVELOPMENT MANAGER**

The Army Flying Museum at Middle Wallop in Hampshire tells the story of British Army Flying from the earliest attempts to conduct operations with gas filled balloons in the late 1800s to today's Army Air Corps which has operated with distinction around the world including combat operations in Iraq and Afghanistan.

We welcome about 75,000 visitors to the site each year (a figure that has grown by 10-20% annually for the last 4 years). We completed a £2.4m National Lottery Heritage Fund project at the end of 2021 which significantly improved the museum and allowed us to develop the range of activities we offer. The last five years has seen a focus on increasing visitor numbers and widening our engagement, and this is a great opportunity to play a key role in the future development of our income generation and fundraising activities.

We are looking for an enthusiastic and friendly professional to join our team. This is a varied role that has developed as we have embedded fundraising into the Museum's operations and objectives. We have successfully introduced corporate partnerships and adoption programmes, as well as building strong business relationships but there is huge scope for someone to put their own stamp on the programme of work. If you have the drive and desire to make a difference, then you could be the person we are looking for!

**SALARY:** £30,000 per annum (pro rata £24,000)

**HOURS:** 30 hours per week (some evening and weekend work will be required and flexible working will be considered).

**CONTRACT:** Permanent (subject to a 6 month probation period)

### **How to Apply**

Applications consisting of a cover letter (no more than 2 pages) detailing your suitability for the role and a current CV should be emailed to [chiefexecutive@armyflying.com](mailto:chiefexecutive@armyflying.com) or sent to:

Lucy Johnson, Chief Executive, Army Flying Museum, Middle Wallop, Hampshire, SO20 8FB

**Closing date for applications is 12 noon on Friday 01 November 2024.**

Interviews will be held on Wednesday 06 November 2024.

The Army Flying Museum welcomes applications from all sectors of society and follows a policy of non-discrimination on the basis of race, religion, colour, gender, age, nationality or disabilities.

The Army Flying Museum is a company limited by guarantee registered in England no. 2109510 and a registered charity no. 297897.



# **JOB DESCRIPTION: DEVELOPMENT MANAGER**

**Salary:** £30,000 per annum (pro rata is £24,000)

**Location:** The Army Flying Museum, Middle Wallop, Stockbridge, Hampshire, SO20 8FB

**Hours:** 30 hours per week

**Reporting to:** Chief Executive

**Responsible for:** N/A

**Contract:** Permanent (subject to a 6 month probation period). This role requires a DBS check.

## **Purpose of Role**

This is a part-time position. The key tasks include:

- Leading on new and existing fundraising initiatives
- Identifying grants and funds, and applying for general and project specific funding
- Building on our existing network of supporters and identifying areas for growth
- Responsible for the management of our Membership scheme and Corporate Partners
- Working as a key part of the *Wallop Wheels & Wings* team and leading on sponsorship

As part of the legacy of our National Lottery Heritage Fund project, we have firmly embedded fundraising into our operations and this role has become a key part of the organisation.

## **Specific Duties**

- Researching and applying for grants to support general operations and specific projects in line with the museum's operational objectives
- Researching, planning and delivering new fundraising initiatives and events to help achieve the annual fundraising targets
- Developing business and charity relationships, supporting CSR objectives, and attending Business Networking events across Hampshire and Wiltshire
- Researching and implementing partnership event opportunities like the Forces Resettlement Event and the Brick Event
- Being our Champion for the [Armed Forces Covenant](#) (we have recently received our Gold Employer Award)
- Maintaining and developing the Corporate Partnership and Adopt an Aircraft schemes
- Responsible for the visitor Membership scheme and advocating for its growth
- A key member of the [Wallop Wheels & Wings](#) team, responsible for sponsorship and corporate hospitality
- Acting as secretary for the bi-monthly Development Committee meetings
- As a member of a small team, any other reasonable tasks required to support museum operations

## **Person Specification**

### **ESSENTIAL**

- Relevant experience or qualifications allowing a good understanding of development work and fundraising
- Ability to develop strong and sustainable partnerships with other organisations and businesses
- Proven track record of successful grant applications

- Excellent verbal and written communication skills, with the ability to build quick rapport with people
- Initiative in prioritising one's workload.
- Self-motivated, with an energetic and proactive approach to delivery.
- A sense of responsibility and commitment to delivering work of consistently high quality.
- A team-player, with resilience and enthusiasm, and a willingness to work collaboratively and with a high degree of flexibility with colleagues.
- Organised approach with the ability to set up and implement robust systems.
- Willingness to work some unsociable hours, i.e. evenings and weekends (we are a 7-day business).

#### **DESIRABLE**

- Knowledge of the culture and/or heritage sectors
- Knowledge of the British Army and Veteran communities
- Knowledge of ticketing / EPOS systems (specifically DigiTickets and ProPoint)

### **How to apply**

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#### **Please submit:**

- A comprehensive CV (3 page maximum) containing details of relevant qualifications and experience.
- A covering letter (2 page maximum) which states your interest and suitability for the post.

**To:** Lucy Johnson, Chief Executive

The Army Flying Museum, Middle Wallop, Stockbridge, Hampshire, SO20 8FB  
01264 781086 | [chiefexecutive@armyflying.com](mailto:chiefexecutive@armyflying.com)

#### **Interview**

- The deadline for applications is 12 noon on **Friday 01 November 2024.**
- Interviews will be held on **Wednesday 06 November 2024.**

Please indicate on your covering letter if you will be unavailable at this time.

If you have a disability, please let us know in your application. The Museum is committed to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.

We are proud to support our Armed Forces and are an [Armed Forces Covenant Gold Award Employer](#). We offer a guaranteed interview for veterans and service partners / spouses who meet the minimum requirements for the role if you declare this in your application.

#### **EMPLOYEE BENEFITS**

- 30 days holiday (including the statutory bank holidays)
- Option of flexible working
- Free parking on site
- Six family tickets to the Museum per year for your friends and relatives
- Employee Assistance Programme
- 20% discount in café and shop