

# DEVELOPMENT MANAGER

## *Job description*



Reports to: Head of Comms and the CEO

Job type: Permanent, full time. Flexible working considered

Remuneration: £26-30,000 pa, depending on experience

## The Role

This exciting new role of Development Manager is to create and implement a joined-up strategy for our Local Development Programme, which aims engage and empower authors, poets, screenwriters, translators and illustrators, at all stages of their careers, throughout the UK.

Initially you will service our current local groups and regional branches and organise events outside London, including our Authors North and Authors Everywhere programmes. Part of your role will be to manage engagement with our member-volunteers via our Facebook Groups.

Whilst doing this, you will work on our Local Development Programme, making funding applications to the Arts Council and other funding bodies, ensuring there are sufficient resources to implement our vision to have representatives based across the UK. Once representatives are appointed you will then coordinate and manage activity in the regions.

You will work closely with our Events, Communications, Membership and Prizes teams to programme events and activities aimed at improving the business skills and continued professional development of writers, keeping them informed of funding and work opportunities, and providing writers with vital professional community networks. You will also work with our Events Manager to integrate a strand of events to promote our awards, prizes and prize-winners throughout the year.

## Responsibilities

This new role will include, but will not be limited to:

- Creating and implementing a joined-up strategy for our local development programme, to include the provision of a professional resource for writers, in liaison with the SoA advisory team.
- Preparing budgets for the local development programme and liaising with the Arts Council and other bodies on applications for grant and sponsorship funding.
- Working with ALCS to share information on secondary licensing and other revenue opportunities in the regions.
- Working with our Awards and Prizes team on a programme of activity to raise awareness of our awards, prizes and prize-winners.
- Developing current, and creating new and innovative partnerships with writer development agencies, festivals and other organisations in the regions.
- Organising and attending our Authors Everywhere and Authors North events.
- Compiling and maintaining lists of local venues and speakers for the regions.
- Working with our communications and membership teams to promote our Student and emerging writer membership categories.
- Developing our university outreach programme as part of our regional activity.
- Point of contact and marketing support for all our local groups and local chapter meetings.
- Working closely with the Events Manager to promote regional events to the relevant segments of the membership and mailing lists.

- Liaising with our Communications team over the marketing strategy and implementation of the local development programme using online channels including the website, Eventbrite, Mailchimp and social media.
- Writing local events communications to members and other mailing lists.
- Updating the SoA website with all UK-wide group event listings.

## Person specification

To be successful in this role you will need to be:

- An excellent project manager with exceptional organisational skills and the ability to work independently and as part of a team.
- Solid experience in event management: experienced in the creation of event concepts through to delivery.
- Strong financial skills with a talent for budgeting.
- Experience in writing grant applications an advantage.
- An innovator with a hands-on and collaborative approach.
- An understanding of membership organisations.
- Great people and communication skills with the ability to be firm and authoritative where necessary.

This post is based in London but requires some weekend work and travel throughout the UK. Flexible and remote working will be considered.

To apply for this role please email your CV and covering letter, stating your current salary to Anna Ganley at [AGanley@societyofauthors.org](mailto:AGanley@societyofauthors.org) by 8 July. Interviews will be carried out in July and August.

*The Society of Authors is an equal opportunities employer and applications are welcomed from a broad range of applicants*