

SENIOR TRUSTS AND STATUTORY MANAGER

APPLICANT PACK
AUGUST 2025

MOBO Award nominee Amy
Gadiaga, Roundhouse Resident
Artist 2024/25



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In partnership with
quarter5



ABOUT

Roundhouse is an iconic music and arts venue in Camden, and a registered charity supporting over 10,000 young people aged 11 to 30 each year. Since the 1960s, we've opened up space for creativity to empower people and communities – day in, night out.

We're on a mission to raise the creative potential of the UK, so we give young people and artists the space to experiment, develop skills and be part of incredible moments that go down in history.

Through creative programmes, studio access, mentoring and professional development, we help young people build skills, grow confidence, and pursue careers in the creative industries, especially those from underrepresented or disadvantaged backgrounds.

Each year, we invest around £4.2m in this work, and we're working towards engaging over 15,000 young people annually by 2026.

From our iconic main space to state-of-the-art Creative Studios for musicians, filmmakers, podcasters and performers aged 13 to 25, and Roundhouse Works, the largest creative centre for young people in Europe, we offer the space, support and resources to help young people thrive.

Our mixed economy model means every team plays a part, from ticket sales and venue hire to fundraising and grants, and every penny we generate supports our charitable mission.

OUR VALUES

WE DRIVE CHANGE

We want to be at the forefront of change, leading the way across all areas of our work. We want to challenge the norms, innovate, improve our practice and make what we already do even better. We measure ourselves against the best and strive to be one step ahead so that we can create real positive change for young people and the communities we serve.

WE CELEBRATE OUR DIFFERENCES

We're all from different walks of life and bring our own experiences and ideas to our role. We're striving to make our workforce even more diverse so that the team better reflects London. We want everyone to believe in the difference that they can make when they join the Roundhouse and we are connected by the desire to make a positive change in the world through creativity.

WE'RE ACCOUNTABLE

Being accountable means that we expect everyone to take responsibility for the role they play at the Roundhouse. We're transparent about our successes and our failings, honest and solution-focused.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from ethnically diverse people and deaf and disabled people as they are currently under-represented across our workforce.

Bradley Taylor, winner of Roundhouse Poetry Slam Final 2024



EQUITY, DIVERSITY AND INCLUSION

Equity, Diversity and Inclusion is central to our work at the Roundhouse.

We have a team of creative, ambitious and passionate people who want to improve access and opportunities for young people, peers, audiences and artists. We want the Roundhouse to feel like London. This means that the demographic makeup of our board, staff, young creatives programmes and our stages should better reflect London, working towards our goal of diversifying the creative industries. We set targets to increase Global Majority staff across the team including on our board and in our workforce which we've been working towards since 2020.

We have evolved our anti-racism commitments and, alongside them, carved out broader EDI commitments, all of which are outlined on this page, so that there is transparency and accountability, spanning the breadth of what we do.

This work falls under three key goals:

- Diversify our team and our stages
- Improve the accessibility of our spaces
- Influence change across the sector and beyond

You can find out more about the work behind these goals and read about some of the progress with projects and targets [here](#).

We welcome applications from people who feel they can bring their own skills, experiences and ideas to the table and empower those around them to do the same. We encourage those currently underrepresented across the cultural sector and all intersections of our diverse society to apply.

Roundhouse Music Collective performance



SENIOR TRUSTS AND STATUTORY MANAGER

This role is an essential part of an ambitious, creative and successful fundraising team, contributing to a positive can-do culture.

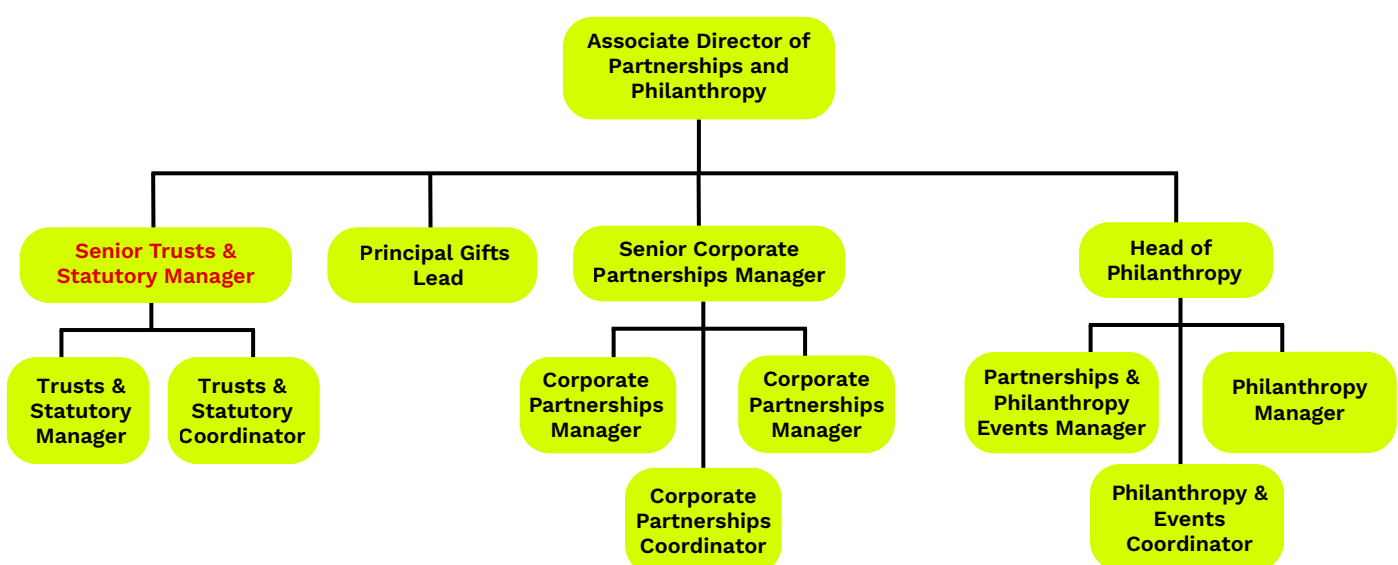
The Roundhouse's 13-person fundraising team has recently increased its ambitious annual target, largely driven by strong performance from the Trusts and Statutory team.

The Senior Trusts and Statutory Manager will lead and energise a trusts and statutory giving programme, cultivating and soliciting five and six figure gifts from trusts and foundations. The role will influence internally to create compelling fundraising packages and negotiate externally to maximise gifts opportunities.

This year's £600k Trusts target has almost been met, supported by a strong pipeline, multi-year relationships, and a wide portfolio of fundable work across employability, wellbeing, and diversity. The postholder will also be responsible for Arts Council England reporting.

The successful candidate will have the ability to lead and inspire others in order to achieve success as a team. This includes overseeing a programme that delivers a high level of customer service to supporters through communications and events, and grows income through considered approaches and high quality applications.

Structure of the Roundhouse Fundraising Team



JOB DESCRIPTION

Job title - Senior Trusts and Statutory Manager

Salary - £46,350

Contract - Permanent

Hours - Full-time, 35 hours per week (excluding breaks)

Location - Min. 3 days per week at Roundhouse office (closest tube: Chalk Farm)

Reporting to - Associate Director of Partnerships and Philanthropy

Line reports - Trusts & Statutory Coordinator, Trusts & Statutory Manager

Leadership and Culture

- Encourage the team, and lead by example, to be creative in identifying prospects and developing creative packages
- Uphold high standards of proposal and bid writing
- Embed relationship-based fundraising approach including building trust with the Board and Development Board to access new networks
- Contribute to the annual Fundraising strategy and works plans for the Philanthropy Team
- Provide timely reports for the Development Board and Board, on income figures and risk and also use these to communicate wider impact, influence and values of the fundraising team
- Develop and deliver accurate reports of activity and identified risks against income and expenditure budgets

Fundraising and target

- Achieve an agreed annual income target from trusts, foundations and statutory funders
- Build strong working relationships with key teams at the Roundhouse to stay abreast of all activity and future plans for our creative, artistic and youth programme.
- Work with peers and Senior Colleagues across Roundhouse to build propositions that support growth in five and six figure donations
- Personally deliver, and coordinate others to deliver, well-planned, meaningful in-person and virtual meetings and other engagement opportunities as part of cultivation and stewardship plans
- Contribute to strategy to build a new endowment programme
- Work with line reports (Manager and Coordinator) to manage the team's annual work-plan of applications and reporting.
- Support line reports to deliver ongoing research that identifies new prospects and maintains awareness of changing funding criteria
- Develop strong relationships with grant funders and prospects, delivering the highest levels of stewardship at all times, ensuring reports demonstrate the impact of funding
- Ensure all relationship management is recorded on our Tess database in a timely and appropriate manner in line with General Data Protection Regulation and best practice

Arts council and other statutory funders

- Lead and Manage reporting requirements for the Roundhouse's Arts Council England National Portfolio
- Contribute to the Roundhouse's Evaluation Committee, feeding back grant funder requirements
- Identify other project grants and make recommendations for applications. Lead on building the case for support to make successful applications
- Be part of the senior team that builds the strategic case to renew ACE NPO status
- Identify Youth Statutory Funders and work with the Senior Team to advocate for Roundhouse to be a recipient, identify the internal and external pathways (including key internal and external stakeholders) for success and make applications.

General

- To be committed to putting young people at the heart of everything we do
- To promote and comply with current legislation and the Roundhouses policies on Equality, Diversity, Child and Data Protection, Health & Safety and financial compliance, both in the delivery of services and the treatment of others
- To promote, develop and comply with our policies and practices regarding sustainability and lessen the environmental impact of the Roundhouse
- To be responsible for identifying and undertaking training and personal development to meet business needs
- To undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of the Roundhouse

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

Notice Period: 3 months

PERSON SPECIFICATION

- Proven success of securing five and six figure gifts from trusts or foundations
- High level of written and verbal communication skills
- Strong leaderships skills and ability to inspire others
- Ability to negotiate and persuade
- Strategic planning ability
- Experience of using prospect management tools and databases
- Thrives in a high pace, target driven environment
- Ability to thrive in a team and possess good verbal and written communication skills
- Commitment to the Roundhouse vision

Daniel Kaluuya – actor, producer and writer –
joined Roundhouse as Associate Artistic Director



EMPLOYEE BENEFITS

- 25 days' holiday per year plus bank holidays pro rata, increasing after 2 years service up to 30 days
- Ability to buy up to 3 days annual leave
- Pension scheme (4% employer and 4% employee contributions)
- Cycle to Work, Tech and Home Scheme
- Season Ticket Loan
- Employee Assistance Programme (EAP)
- Health Cash Plan
- Group Life Assurance
- Staff discount at our bar and café
- Complimentary staff tickets
- Enhanced Maternity, Paternity and Adoption leave
- Staff networks, forms and social groups



APPLY

We are partnering with **Laura Macnamara** at **QuarterFive** for this appointment.

For a confidential discussion of this role and support with your application, please contact Laura using the details below, ideally sending a copy of your latest CV.

 [**laura@quarterfive.co.uk**](mailto:laura@quarterfive.co.uk)

 **07494 082078**

The deadline for applications is **Wednesday 3rd September 2025**.

First stage interviews (in-person) have been scheduled for Tuesday 16th September 2025.

If there's anything about the interview process that worries you or will make it hard for you to demonstrate your skills and competence, please let Laura know. We're happy to discuss adjustments to our standard processes so that we can find the best candidate for the job.

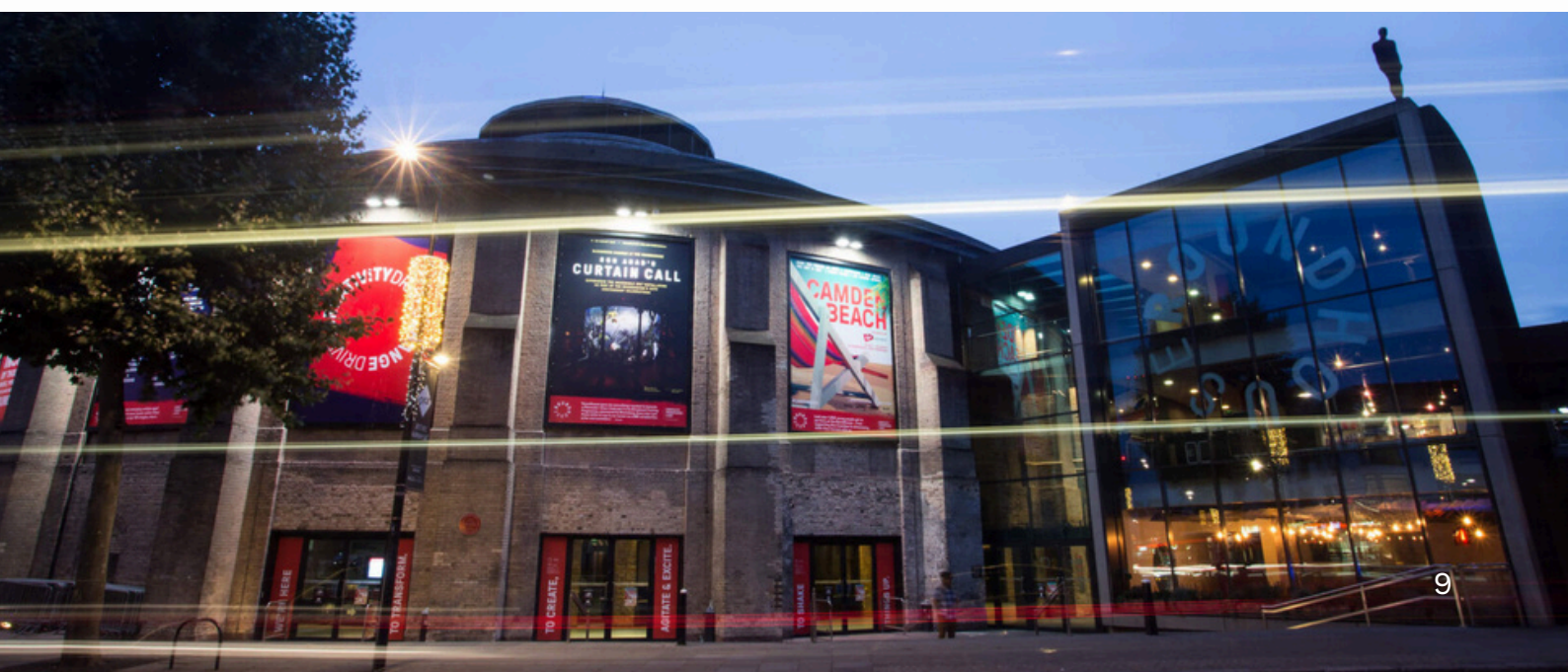
QuarterFive: Equality, Diversity and Inclusion

QuarterFive and our clients know fundraising could better reflect the diverse backgrounds and experiences of the people the charity sector supports.

If you think you meet some of the criteria for a role and would like to discuss how your other experience might transfer, please ask us for a chat. We're here to support you. Appointments will be made on merit alone and we will gladly make reasonable adjustments to always ensure a fair process.

QuarterFive's Equality, Diversity and Inclusion Policy can be found [**here**](#).

If you have any specific requirements that would enable you to participate in the recruitment process more fully, particularly if these relate to a disability or access issue, please contact [**laura@quarterfive.co.uk**](mailto:laura@quarterfive.co.uk) as soon as possible. If you require the job pack in a different format, please get in touch.





This applicant pack has been created by QuarterFive, in collaboration with The Roundhouse.

QuarterFive is a specialist agency for charities and NFPs. We provide clients with access to the best talent in the sector, and offer candidates expert support in securing their next role.