

Yeovil Town Council



JOB DESCRIPTION

Job Title: Development & Impact Officer

Grade: SCP 20 - 25
£33,640 to £37,526 (pro rata)

Hours of Work: 22 hours per week

Annual Leave Entitlement: 23 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service (pro rata)

Responsible to: Director of Culture

Main Purposes of the Role

Yeovil Town Council, in partnership with Somerset Council, is seeking an experienced, strategically minded and analytically strong **Development & Impact Officer** to lead fundraising, impact measurement, development, and communications for the Octagon Theatre and Westlands Entertainment Venue, Heritage Service to include fundraising support for the Octagon's Arts Engagement & Outreach Service.

This new combined role will help grow public philanthropic support, with responsibility for individual giving, public appeals and fundraising communications, while also supporting corporate fundraising and trusts and foundations activity. The Development & Impact Officer will be a confident, target-driven fundraiser with excellent writing skills and a strong ability to build relationships. The role will play a central part in delivering public appeals, supporter engagement and long-term giving, including activity linked to exciting capital developments.

Summary of Responsibilities and Duties of the Job

Fundraising & Development

- Develop and deliver strategic fundraising plans for venues and services.
- Lead on applications to trusts, foundations, and public bodies, producing compelling cases for support.
- Cultivate and steward positive relationships with donors, sponsors and funding partners.

- Track, monitor and report on fundraising performance, outcomes and financial impact.
- Research prospective trusts and foundations and maintain an active prospect pipeline.

Impact, Monitoring & Evaluation

- Design and deliver monitoring and evaluation frameworks across cultural and community outreach programmes.
- Collect, analyse and interpret quantitative and qualitative data to demonstrate outcomes and social impact.
- Produce high-quality impact reports, summaries and case studies for funders, stakeholders and internal teams.
- Present insights and learning to support planning, programme development and strategic decision-making.

Communications & Advocacy

- Draft clear, engaging copy for fundraising materials, reports and wider cultural communications.
- Represent the venues and services at meetings, networks, events and sector gatherings.
- Champion the value and impact of arts and culture across the region.

Partnership Working

- Work closely with Somerset Council, Octagon & Westlands venue teams and wider stakeholders to align development goals with strategic priorities.
- Support organisational development, sector research, and policy awareness.

General

- Work across venues and occasionally off-site as required.
- Uphold Yeovil Town Council's commitment to equality, diversity, health and safety and safeguarding.

External and Internal Contacts

The Mayor, Councillors, members of staff, local organisations, partner agencies, customers, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Based at The Octagon Theatre and Westlands Entertainment Venue but may be required to work at any location within the Town and occasionally outside the Town.

Health and Safety at Work

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

Equal Opportunities

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

07/04/2026