

Yeovil Town Council



JOB SPECIFICATION

Development & Impact Officer (Culture)

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Educated to A Level standard or equivalent or qualified by strong relevant experience.	Educated to Degree standard or equivalent or qualified by strong relevant experience. Fundraising qualification (e.g., IoF)
EXPERIENCE & KNOWLEDGE	Proven experience in fundraising and development within arts, hertiage or cultural organisations	Experience working in local government or public sector
	Track record of securing funding from trusts, foundations, and public bodies	Experience contributing to public appeal campaigns or capital fundraising.
	Experience of writing evaluation and impact reports for funded projects or programmes	Understanding of impact measurement or arts management.
	Experience with monitoring, evaluation, data analysis or research.	Understanding of the arts/heritage landscape in Somerset and South West
	Understanding of individual giving and donor stewardship best practice.	
PERSONAL ATTRIBUTES	Passionate and articulate about the value and impact of arts and culture	
	Self-motivated, proactive, collaborative, team-oriented; positive 'can-do' attitude.	
	IT skills including Office/Google Workspace and data handling.	
	Strong organisational skills, accuracy and attention to detail; ability to manage multiple deadlines.	

	Accuracy and attention to detail	
	Enthusiastic 'can do' attitude	
	Excellent written and verbal communication skills	
	Strong networking and relationship-building skills	

Date agreed 07/04/2026