



Role Title:	Development Assistant
Responsible to:	Head of Development
Working pattern:	Full time (37.5 hours)
Contract type:	Permanent
Salary:	£24,785

ABOUT ST GEORGE'S BRISTOL

Our shared Values: We love artists; We live for sound; We believe everyone is creative; We cherish difference; We value our resources.

St George's Bristol is one of the UK's leading concert venues, in a typical year welcoming around 120,000 visitors to the building. Our aim is to create a diverse and sustainable programme of the world's finest musicians and thinkers, and to provide a vital platform for local amateur creators, as well as supporting the work of practitioners in grassroots, voluntary and learning contexts. We are a registered charity and engage with many communities through innovative creative projects, school visits and partnerships. St George's also operates as a commercial venue, with our own café/bar and hiring out our spaces for meetings, conferences, wedding receptions, recordings and filming.

JOB OUTLINE

This role is designed to support a candidate who is keen to gather essential experience to build a career in fundraising in a cultural context. Providing administrative, event and project support for the full scope of fundraising work undertaken at St George's Bristol, you will develop key skills, knowledge and insight into the workings of an internationally renowned music venue.

You will support the Development team by administering all aspects of St George's fundraising programmes and initiatives, including individual giving and membership schemes, event-based fundraising, grants and bespoke campaigns.

You will have a keen eye for detail, a methodical approach to managing your work on multiple projects, and the confidence to liaise effectively with colleagues and external stakeholders, including members of the public and donors. You will play an important part in the Development team's objective to raise essential funds for St George's artistic and community programmes, as well as core running costs.

DUTIES & RESPONSIBILITIES

- Work with colleagues in the Development team to administer all aspects of the organisation's fundraising programmes.
- Act as first point of contact for donors and other stakeholders, including responding and fielding enquiries in person, over the phone and by managing the shared Development inbox.
- Update and maintain accurate donor-related information on the organisation's CRM systems.
- Support donor and stakeholder relationships by scheduling and designing regular communications, correspondence and meetings.
- Process donor payments including direct debits and regular payments.

- Generate reports, collate data and provide other insights to support the work of the team.
- Liaise with finance, marketing, programming and events teams to ensure cross-team activities and administrative tasks are delivered effectively.
- Produce quarterly Gift Aid returns.
- Work independently and with volunteers to research leads including trusts and foundations, corporates and individuals.
- Lead on organisation and administration of a programme of annual Development events. Understand the ethical considerations of fundraising and contribute to good practice in the team.
- Assist on some trust and foundation and corporate fundraising initiatives where appropriate.
- Demonstrate a commitment to St George's Equality, Diversity and Inclusion Policy.
- Deal with general enquiries relevant to the role.
- Assist in other areas of the operations of St George's Bristol as required.

This role description should not be considered to be exhaustive as other duties not included above may arise from time to time.

INCLUSION POLICY

We are keen to ensure that our team is diverse and benefits from a wide range of backgrounds, perspectives and styles of thinking and working. We welcome applications from people who are currently underrepresented in the arts sector. We commit to interview every candidate who has the required essential skills and attributes and who identifies as disabled and/or being from a Global Majority heritage. If you identify in this way and would like to attend an interview, we would be grateful if you could make this clear in your covering letter/video.

PERSON SPECIFICATION

Essential	
Experience	Experience of customer service, especially in a sales environment
	Some experience of administrative support in an office environment.
Knowledge	A levels, Apprenticeship or equivalent experience
	Good IT skills, particularly Microsoft Office and design packages such as Adobe, Mailchimp or Dot Digital
	Ability to manage a varied workload, prioritise tasks and meet deadlines
	Strong written and verbal communication skills with the confidence to initiate contact and manage communications with a wide range of audiences / stakeholders
	High level of accuracy for data entry and calculations
Personal qualities	Ability to collaborate and work independently, taking ownership of tasks and problem-solving
	A desire to develop a career in fundraising and development through contributing to St George's continued success
	Friendly manner with enthusiastic, proactive approach to work

Desirable	
Experience	Experience of gathering and collating data, building reports and presenting information clearly and coherently
	Experience of working with databases, box office systems or other CRMs
	Experience/understanding of financial administration
	Experience in, or willingness to learn, basic principles and practices of marketing and e-communications
Knowledge	An informed interest in music and creative practices
	Knowledge of data protection and fundraising regulations

TERMS & CONDITIONS OF SERVICE

Salary	£24,785 per annum
Hours of work	9am – 5.30pm Monday – Friday (includes 1 hour unpaid lunchbreak)
Holidays	33 days per year including all statutory Bank Holidays
Pension	Employees are opted into a Group Personal Pension Plan after 3 months (employee contribution 4%; employer contribution 3%; tax relief 1%)
Benefits	No contracted benefits, but staff ticket scheme for complimentary and discounted tickets for events, and staff catering discount in St George's café/bar, are currently offered to all staff

HOW TO APPLY

Please email a single-page letter (or alternatively a short video) stating why you think you are suited to this role, plus your CV, to recruitment@stgeorgesbristol.co.uk

If you have any specific access requirements at interview stage, or would like help with the interview process, please let us know in your covering letter/video.

Please also complete our anonymous Equal Opportunities monitoring form online at <https://forms.office.com/r/peUJeQczAq>

The deadline for applications is 9am on Thursday 2 July 2026

Interviews will be held on Wed 8 and Thur 9 July

(if you are unable to make one or both of these dates please indicate this in your covering letter)

To find out more about the work of St George's, please visit – <https://www.stgeorgesbristol.co.uk/about-us/>

To find out more about the team at St George's, please visit – <https://www.stgeorgesbristol.co.uk/about-us/our-team/>