

T O N S P E A K

Y O U N G P E O P L E ' S T H E A T R E



INCOME GENERATION LEAD JOB PACK





Job Pack

Income Generation Lead

Reports to:	Chief Executive
Salary:	£38,000
Contract:	Permanent
Hours/Terms:	35 hours per week. Flexible work options are available for this post and a hybrid working model is in place. We are happy to discuss individual requirements; the post can be delivered in different ways to suit and support the best work/life balance for you.
Annual Leave:	28 holiday days per year plus 8 bank holidays, with 6 days fixed for office closure during Christmas and New Year.
Location:	Barmulloch, Glasgow, with flexible work options being available for this post and a hybrid working model in place. We are happy to discuss individual requirements; the post can be delivered in different ways to suit and support the best work/life balance for you.

Who are we?

Our vision is to be a positive force for change in the lives of young people. We aim to transform the lives of young people in Glasgow, by creating a nurturing and inspiring environment where they can connect and engage with the arts, allowing them to progress towards their own goals and aspirations.

Through a range of weekly classes, bespoke workshops, projects and productions, we offer children and young people aged 0-25 the opportunity to unleash their creativity, build their confidence and expand their horizons through the arts.

Everyone is welcome and everything is free.

For more information on Toonspeak's work, visit our website: www.toonspeak.co.uk

The Role

The Income Generation Lead is the strategic lead for Toonspeak's fundraising, working as part of the Senior Management team for the charity, and alongside the core and freelance teams. The core purpose of the role is to generate income via a range of streams and

initiatives, to sustain the company and the pioneering projects and programmes Toonspeak delivers for young people across Glasgow.

Job Purpose

- Develop and submit funding applications for both private and public sources
- Actively research funding streams to support projects and deliver on core revenue targets
- Develop innovative funding strategies that help us diversify our funding income
- Support in the Monitoring & Evaluation of our work
- Develop and submit reports for funders and sponsors
- Run fundraising campaigns for the charity
- Lead the Fundraising Group in a programme of fundraising campaigns
- Nurture relationships with donors and stakeholders, including High Net Worth Individuals
- Develop individual giving campaigns
- Support and incorporate youth voice in all our fundraising work

Key Responsibilities

The Income Generation Lead will be expected to carry out the following duties:

- Lead Toonspeak's funding work and develop and implement a fundraising strategy which will allow Toonspeak to develop and grow throughout the lifespan of our current Business Plan.
- Lead on the preparation and submission of funding applications to support and develop Toonspeak's programme of activity.
- Monitor the programme against established aims and targets and develop and submit reports for funders and sponsors.
- Line Management of the Digital Media Producer, with a focus on business branding, public image and fundraising campaigns.
- Develop a Fundraising Group, made up of Toonspeak participants aged 16-25, and work with the core Toonspeak team to empower those participants to undertaking fundraising activities.
- Plan, manage and coordinate a series of fundraising events for Toonspeak up to and throughout our 40th Birthday year in 2027.
- Prepare, coordinate, monitor and report quarterly on performance against annual fundraising income and expenditure targets.

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Toonspeak Young People's Theatre is a company limited by guarantee registered in Scotland, Company No. SC260593 and Charity No. SC022150

- Identify and evaluate funding sources and potential new income streams. Develop a target list of grant makers, sponsors and donors matched to the needs of the organisation and the programme.
- Actively engage with Toonspeak participants, staff, board and artists to develop case studies and compelling funding narratives.
- Develop and maintain Income Generation Databases, including nurturing relationships with funders, sponsors and individual donors.
- Research and collate a robust evidence base which demonstrates the cultural, social and economic rationale for Toonspeak's work.
- Pro-actively promote Toonspeak to potential funding bodies and represent the company confidently at external meetings.
- Undertake other work relating to fundraising and perform other tasks as required to achieve the overall objectives of the organisation.
- Increase awareness of Toonspeak among potential funders.
- Liaise with current funders, sponsors & donors as appropriate.
- Represent Toonspeak at appropriate networks and events.
- Maintain fundraising recording systems, including the maintenance of our Gift Aid registers.
- Deliver communications, marketing and publicity-based activities, particularly where these support the income strategy of the organisation including elements of copywriting for website, social media and newsletters.
- Support the development of funding capacity across Toonspeak by producing 'how to' guides for core and freelance staff.

Person Specification

You are a team player who focuses on finding solutions; someone with an understanding of the value of youth voice, and a passion for the positive impact of the arts. You can plan, prioritise and manage a complex workload. You have the ability to support and enthuse others about our mission and are committed to making a difference.

Knowledge and Experience

Essential

- Proven success in a fundraising role within either the arts or third sector, securing funds from a range of sources including trusts and foundations
- Demonstrable experience of building and managing positive external relationships with a wide range of stakeholders
- Experience in managing and supporting staff teams

- Up to date knowledge of funding sources and donor schemes
- Proven experience of meeting financial targets within appropriate timeframes
- Excellent written and oral presentation skills in making a compelling case for financial support to a wide range of stakeholders
- Excellent administrative skills with the ability to develop and maintain effective systems and records
- Ability to work in a busy, fast paced environment
- Adaptable and comfortable with change and problem solving
- Innovative and full of ideas - we are a creative organisation, we like to try new things
- Current knowledge of fundraising legislation and practice
- Experience of managing funding campaigns

Desirable

- Experience in working with young people aged 16-25
- Knowledge or interest in Theatre and Arts
- Fundraising event management experience
- Experience of working with freelance artists
- Experience of managing online giving
- Evidence of CPD in Fundraising
- Membership to the Chartered Institute of Fundraising

How to apply

Please send the following:

- A cover letter, maximum three sides of A4, demonstrating how you meet the requirements of the role as laid out in the job profile, specifically evidencing how you meet the required knowledge, experience, skills and qualities of the person specification.
- Your CV including qualifications, work history and further training, maximum of four sides of A4.
- The name and contact details of 2 referees. (Please note referees will only be contacted after the interview)
- Confirmation that you are available for a face-to-face interview on either Tuesday 8th or Wednesday 9th September.

- We prefer applications to be sent as attachments by email, they should be sent to: Lisa Givens, Chief Executive at: lisa@toonspeak.co.uk and marked Income Generation Lead Application.

Deadline for applications - **Friday 28th August 2026 at 5pm**

Interviews will take place at one of our Glasgow locations, on **8th and 9th September 2026**.

Candidates invited to interview will be informed by close of business on **Wednesday 2nd September**. We're ideally looking for someone to join us in October 2026, but we're happy to discuss start dates with the successful candidate.