LUNG HA
THEATRE COMPANY

Development Officer

Terms and Conditions of employment:
Salary: £12,000 per annum (£30,000 FTE)
Hours: 0.4 FTE (14 hours)
Reports to: Executive Director

- 20 days (pro rata) annual leave plus 8 public holidays (on a pro rata basis).
- Flexible working will be supported by LHTC with the requirement of some office-based work and face-to-face meetings on a weekly basis.
- LHTC is a Fair Work organisation.
- You will be offered the opportunity to join the Lung ha Theatre Company stakeholder pension scheme.

To apply for this position please email a CV and Cover Letter to info@lungha.com; please include 'Development Officer' in the subject line.

The closing date for applications is Monday the 30th of November 2026 at 12pm.
Candidates will then be selected for interview - interview dates are provisionally set for the 3rd and 4th December 2026. Interviews will be online or in person.

Role purpose: Working closely with the Executive and Artistic Directors, the postholder will develop and maintain relationships with funders, supporters and partners, prepare funding applications and reports, and help grow income from trusts, foundations, public funding, individual giving and corporate support. The Development Officer will play a key role in helping the organisation achieve its fundraising goals and long-term sustainability.

Key responsibilities

Fundraising and Income Generation

- Research and identify funding opportunities from trusts, foundations, public bodies and other grant-makers.
- Prepare and submit high-quality funding applications, proposals and expressions of interest.
- Assist in identifying and developing opportunities for individual giving, memberships, donations and corporate partnerships.
- Maintain a pipeline of prospective funders and supporters.

Funder and Donor Stewardship

- Build and maintain positive relationships with funders, donors and supporters.
- Coordinate reporting requirements and ensure funders receive timely and accurate updates.
- Help develop supporter communications, impact reports and fundraising materials.
- Support donor recognition and stewardship activities.

Monitoring, Administration and Compliance

- Maintain accurate fundraising records and databases.
- Track applications, income and reporting deadlines.
- Support monitoring and evaluation processes by gathering information on project outcomes and impact.

- Ensure fundraising activities comply with relevant legislation, charity regulations and organisational policies.
- Work with the Executive Director, with the support of the Fundraising Subcommittee (comprised of staff and Trustees), to devise, set, agree and achieve targets.

Organisational Development

- Work collaboratively with colleagues to gather information, stories, budgets and evaluation data for funding applications.
- Contribute to strategic discussions about organisational sustainability and growth.
- Be familiar with the LHTC 5-year Business Plan and understand the requirement for investment
- Represent the organisation at networking events, meetings and sector opportunities as required.

Skills & experience

Essential

- Experience of fundraising, grant-writing, bid development or income generation in the charity, arts or cultural sector.
- Strong written communication skills, with the ability to produce clear and persuasive funding applications.
- Excellent organisational and time-management skills.
- Ability to manage multiple projects and deadlines.
- Strong relationship-building skills and confidence communicating with a range of stakeholders.
- Good IT skills, including Microsoft Office and online collaboration tools.
- Ability to work independently while contributing positively to a small team.

Desirable

- Knowledge of Scottish arts and charitable funding landscapes.
- Experience of donor stewardship or supporter engagement.
- Familiarity with CRM or fundraising databases.
- Experience monitoring and reporting on funded projects.
- Experience working in the arts, culture or theatre sector.

What We Offer

- Flexible and supportive working arrangements.
- Opportunities for professional development.
- A collaborative and creative working environment.
- The opportunity to help shape the future of Lung Ha Theatre Company and increase access to the arts for diverse communities.

Role context

Lung Ha Theatre Company

Proudly making fabulous theatre

We exist to remove barriers to participation in the arts and champion the talents of disabled people to proudly make fabulous theatre.

Our current artistic framework includes a pathway for people to participate in creative activities, workshops, productions and professional opportunities; highlighting our vital role in the Scottish theatre eco-system and the UK-wide cultural sector.

The company has produced more than fifty-five original theatre productions featuring over 600 learning-disabled actors since 1984, and continue to develop an ambitious, creative programme that meets the needs and demands of learning-disabled actors across Scotland.

Since 2020, we have experienced adaptation and growth of our programme and greater demand from disabled participants throughout Scotland.

In recognition of its work the company has been in receipt of key investment from Creative Scotland, the City of Edinburgh Council as well as a wide range of Trusts and Foundations.

Through the creation of work of the highest quality LHTC aims to tackle the perception of what learning disabled actors can achieve. Raising expectations, creating opportunity, equality of opportunity, diversity and inclusivity are at the centre of the company's philosophy, ambition and heart.

Charitable Purpose:
'To create, nurture, develop and deliver performing arts and other creative opportunities, by and with, individuals with learning disabilities.'

The **Development Officer** has a key role in driving forward the continued success and ambition of the company.

Should you have any questions, would like further information, or wish to apply in an alternative format, please do not hesitate to contact Executive Director, Ruth McEwan: **ruth.mcewan@lungha.com** / 0131 221 9568

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