

Job Title: Development Assistant
Reporting to: Development Manager

NoFit State is the UK's leading large-scale contemporary circus company, producing professional touring productions and a wide variety of community, training, and education projects for people of all ages. Over the last ten years NoFit State's touring productions have visited 19 different countries, played to audiences of over 460,000, as well as receiving critical acclaim and winning numerous prestigious international arts awards.

Our mission is to create extraordinary work that changes lives. We celebrate the power of ordinary people to do extraordinary things.

Contemporary circus is rooted in the travelling community who turn up, pitch a tent, drum up an audience, and then leave with only flattened grass and a memory to show they were ever there. We are the strangers who live amongst you – and if you run away to join us, you are throwing off your inhibitions, your conventions, the rules of settled society. You are taking to the road knowing that there is no destination - only a journey.

Our values:

- a central core – people, places, values
- intersecting orbits – lives, dreams, needs
- celebrating creativity – ordinary people doing extraordinary things
- cultural identity – we celebrate the power of our diversity
- together we create great work and change lives.

Rooted in Wales, NoFit State Circus delivers:

- Professional touring productions
- Community engagement and participation
- Sectoral development
- New models for a changed world.

Purpose of the Role

To support fundraising, income generation and relationship development for NoFit State Circus.

Main Responsibilities

Fundraising

- Research, identify, write and submit applications to secure support to achieve defined targets in coordination with the Development Manager
- Deputise for the Development Manager at activities and meetings as required.

Relationship Development and Stewardship

- Research and develop relationships with new supporters, corporate sponsors, individual donors, trusts and foundations in coordination with the Development Manager
- Support the maintenance of relationships with current and past donors, support the communication with current and past funders and sponsors
- Support the planning, management and delivery of cultivation and development events, including guest nights.

Research and Reporting

- Lead on data collection and analysis and ensure effective reporting to all funders and supporters
- Support the ongoing development of the company's monitoring and evaluation framework and strategy
- Coordinate with the Marketing Team to manage and maintain the company's CRM system and create the required infographics to support analysis and reporting across the company

- Research to generate evidence in support of applications and reporting, and to inform programme planning and audience development processes
- Support the Finance Manager, Company Administrator and project managers in financial reporting of designated funds.

Communication and Administration

- Maintain strong cross departmental communications across the whole company
- Maintain the company's project monitoring and evaluation archive to support internal cross referencing and collective learning
- Manage an effective and accurate database as part of the wider company database
- Be responsible for the creation of regular and appropriate news updates and communications to donors, funders and presenting partners
- Be responsible for updating the Support Us pages of the website in coordination with Marketing
- Support company-wide PR.

General

- Support the aims and objectives of NoFit State Circus both internally and externally
- Play an active part in the company as a whole through attending company meetings and keeping informed of the company's programme of activities and events
- Any other duties as may reasonably be required.

This is a guide to the nature of the work required of the Development Assistant. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and the line manager from time to time.

Personal Specification

Essential

Have a genuine interest/passion for contemporary circus/theatre/performing arts/outdoor arts/festival, and have a strong desire to work in Arts Management/Development

Educated to degree level or equivalent vocational experience or comparable working experience

Be a confident communicator, both in writing and in person, able to adapt your communication style depending on situation and audience

Ability to take initiative and work independently as a valuable member of the Development team

Excellent literacy, numeracy and computer skills

Computer literate and able to learn and use a variety of software packages including database systems

Have the ability to understand big picture, long-term goals and balance them with the day to day demands

Have keen attention to detail and drive to produce high-quality, accurate work

The ability to operate as part of a small team under pressure and to tight deadlines

Be committed to achieving high standards in all aspects of your work

Be prepared to be available for both evening and weekend working when necessary

Desirable

Have experience of working with a performing arts company

Have experience of successfully raising funds

Hold a degree or higher qualification in a related field e.g. Arts Management

Have proven experience of successfully cultivating and maintaining relationships with donors, sponsors and/or funders

Have proven experience of using database and CRM software for research and relationship tracking. For reference, NFS currently uses Spektrix and Dot Digital.

Have strong design skills and knowledge of publishing software

Have good visual design skills and knowledge of photo editing software

Be highly organised and self-motivated, with the proven ability to work at speed across a range of different projects simultaneously

Have proven ability to provide accurate and detailed information at short notice

The ability to communicate effectively in more than one language (in particular Welsh and/or French as well as English)

Position in the Company

- The Development Assistant will be line managed by the Development Manager.
- The Development Assistant will work to engage donors, prospects and key stakeholders with the company, moving from purely transactional relationships to ones based on emotional connection and commitment.

Training

The post holder may require training in a range of software programmes, in particular Spektrix, and training will be provided where necessary in any area.

Recruitment Process

This is a full-time role, based on 40 hours per week. The contract will initially be offered for 12 months (including a 6 month probation period), with a view to creating a permanent position.

The post holder will be employed on a PAYE basis and based in the company's main Cardiff office, Four Elms.

Closing date for applications: 9am, Thursday 22 October 2026

Interviews: Weeks commencing 26 October and 2 November

Indicative start date: As soon as possible

Starting salary: £28,000-£30,000 per annum, depending on experience

NoFit State strives to be an Equal Opportunities employer and welcomes applications from all sections of the community.

Accessibility is at the heart of our ethos and is reflected in our approach to recruitment. If you feel you have the ability to do this role, but you don't tick every box on the person specification, or you believe you would need some additional training or support to fully succeed, we would still love to hear from you.

Please let us know if you need us to make any adjustments during the application or recruitment process and we'll be happy to support you.

Applicants must be eligible to work in the UK.

If you wish to apply for this post, please complete the Application Form, Equal Opportunities Monitoring Form and send together with a covering letter and a copy of your CV to:
jobs@nofitstate.org or **Development Assistant Application**

NoFit State Circus
Four Elms Road,
Cardiff CF24 1LE