

Job Description: **Communications & Development Officer**



ActionSpace is looking for an exceptional individual to join our dynamic team at an exciting moment in our development. The post holder will be responsible for supporting the implementation of our marketing and development strategy, as part of our new 5-year Business Plan.

There will be opportunities to use creative and analytical skills to research and create content for our website and digital marketing channels, and organisational and networking skills to support our fundraising activities.

ActionSpace artist Nnena Kalu winning the 2025 Turner Prize makes this an exciting time to join the organisation. This new Communications & Development Officer post will play a key role in enabling us to build on the national and international interest in ActionSpace's innovative artist-led model; helping us build a wider, more engaged audience and deepening our relationships with our supporters, with a focus on growing our individual donor-base.

We are looking for an individual who shares our passion for supporting learning disabled people to reach their potential and has the experience and skills to help us develop our strategic marketing and communications activities and to engage and steward individual donors at all levels.

This new role at will suit an individual with sound experience in marketing and development and who is keen to take their career to the next level and make this role their own. Line managed by our Marketing & Communications Manager, the role will work closely with (and benefit from) our highly experienced external Head of Development.

About ActionSpace

ActionSpace breaks down the barriers that prevent learning disabled people from taking part in arts and culture. We work with learning disabled young people and adults across London, providing access to studio facilities, art materials and equipment, creative mentoring and the support they need to develop and grow as artists. We also provide opportunities for people to take part in innovative creative projects, workshops, events and other activities, co-developed and co-led by learning disabled artists.

We manage three supported studios at Cockpit Bloomsbury (Holborn), Studio Voltaire (Clapham) and ASC's Ealing Road Studios (Brent). We have on-going partnerships with a range of cultural institutions including the Royal Academy of Arts, Tate, Camden Art Centre, Autograph and the British Museum.

ActionSpace is an agent for change, challenging and disrupting the cultural sector. We provide learning disabled artists with the same opportunities enjoyed by their peers; opportunities to develop their skills and capabilities, for their work to be seen and better understood, for them to gain employment and be represented in the leadership of the sector.



ActionSpace artist, Nnena Kalu, winning the Turner Prize 2025 - the UK's highest accolade for visual artists - is a testament to the effectiveness of our work.

Key Responsibilities

Reporting to ActionSpace's Marketing Manager and working closely with ActionSpace's Head of Development in the implementation of ActionSpace's marketing and development strategies, key responsibilities of the post-holder will include the following.

We recognise that this is an expansive brief and will support the postholder to identify priorities and develop their skills across the two briefs, ensuring they are able to work at a manageable pace.

Fundraising & Development

- Day to day management and development of ActionSpace's new Benefactors programme including co-ordination of associated cultivation and donor stewardship.
- Overseeing all work to attract gifts from individual supporters at all levels, including delivering special fundraising campaigns, events and initiatives.
- Building ActionSpace's database records with respect to donors and supporter prospects; ensuring all gifts are logged and detailed and accurate records maintained in accordance with the charity's GDPR policies.
- Developing and maintaining excellent relationships with all ActionSpace's funders, donors and supporters.
- Ensuring all donors are thanked and gifts acknowledged and credited and reports delivered in an appropriate way and in a timely manner.
- Being present at and overseeing the smooth delivery of development events including design and planning, set up and clear-down, managing RSVPs and guest lists, organising refreshments / caterers, meeting and greeting supporters, artists and other guests.
- Researching donor prospects including undertaking due diligence, arranging meetings with individual donors or prospects.
- Preparing written applications or proposals for individual supporters or small / midscale Trusts and Foundations and preparing associated reports.

Marketing & Communication

- Delivery of ActionSpace's day-to-day marketing and communications, including promoting the organisation's programme and activities via its website, newsletter and social media channels.
- Contributing ideas for social media and digital content.
- Maintaining ActionSpace's website and keeping it up to date and relevant by uploading information about exhibitions, news and our artists.
- Collating, analysing and reporting on marketing performance on a quarterly basis to deliver insights and inform future plans.
- Diversifying our audiences and reaching new audiences through effective data collection and analysis.
- Development and delivery of accessible marketing, press and communications campaigns for ActionSpace and supporting with partner exhibitions and projects.
- Creating catalogues of works/products for sales and other projects and activities designed to generate income, and dealing with enquiries, payments and shipments.
- Engaging with digital content to connect with relevant people and organisations in line with our vision and values with the aim of promoting the charity and our artists.
- Build contacts to expand network with peer organisations in marketing, visual arts and public sector and liaise with visitors in line with our strategic vision.
- Coordinating the documentation of artworks and ensuring the image database is updated.

General

- Project management – development and delivery to pre-agreed timelines, budgets/resources, and measures, via effective internal and external communication and collaboration.
- Pro-actively develop own skills, knowledge, and experience, both of our industry and best practice within it and contribute to the development of colleagues through knowledge sharing wherever possible.
- A willingness to get stuck in a help our small team as needed

PLEASE NOTE: In addition to the duties and responsibilities listed, the post holder is required to perform any other tasks or duties commensurate with the role, as reasonably requested by their manager from time to time.

Every member of staff is also expected to show respect to their colleagues and to understand and adhere to our standards and values; they are also expected to work in a collaborative fashion and to support all the teams with which they have contact in achieving our vision and objectives.

Person Specification

Essential	Desirable
At least 2 years' experience of working in marketing and/or fundraising in the cultural sector or a similar role.	Lively interest in and knowledge of the visual arts
Experience of using social media channels to engage audiences and promote artists, artwork, exhibitions, events and activities	Awareness of and an interest in current issues related to the learning disability and neurodivergent community
Confident use of IT skills including a good command of Adobe Creative Suite and editing of design assets	
Knowledge and experience of website editing, monitoring and evaluation	Knowledge of digital access and inclusion guidelines
Experience of working with a CRM database and email list management, knowledge of best practice and GDPR regulations governing the use of data	
Excellent communication skills with the ability to communicate with audiences and supporters at all levels and to build and maintain lasting professional relationships	Experience of dealing with high net worth individuals, funders and supporters
Excellent written English and persuasive writing and proof-reading skills	
Excellent organisational, administrative and numeracy skills with high levels of accuracy, diligence and attention to detail	
Ability to work independently and prioritise workloads, whilst also working across a range of demands on a daily basis and to deliver on time to agreed targets and deadlines	
Flexibility during times of high work demand and the ability to work occasional evenings and weekends (for which time off in lieu will be given)	

Contract Details

Due to the nature of this post, the post holder is required to have an Enhanced Disclosure and Barring Service (DBS) check. This can be undertaken for the successful applicant if necessary.

Reports to: Marketing Manager
Contract: Permanent
Hours: Full time
Reports in: Allocated volunteers, freelancers and other external suppliers.
Salary: £27-30,000 per annum depending on experience
Hours: 35 working hours per week (including lunch)
Time off in lieu for additional hours worked.
Annual Leave: 25 days per annum, plus bank holidays Additionally, the office closes between Christmas and New Year at the CEO's discretion and subject to scheduled events
Probation: Three Months
Pension: ActionSpace offers an auto-enrolment pension scheme with NEST pensions on commencement of employment, with the opportunity to opt-out.

How To Apply

Application deadline: Monday 16 February 2026, 10am

Please provide a CV (maximum two A4 pages) and Cover Letter addressing the criteria outlined in the Person Specification and explaining why you are interested in the post. Please also complete a references & disclosure form by clicking on the following link: [References and Disclosure Form](#)
Please email your application to: recruitment@actionspace.org quoting Communications & Development Officer in the subject line.

You are welcome to contact us for an informal discussion about the role before submitting your application. Please send a request via email (including two options of a convenient call time) to recruitment@actionspace.org

Interviews online or in person are scheduled for the week beginning 23 February 2026 followed by a second interview the following week, if required.

We are committed to building a culturally diverse workforce and actively encourage submissions from applicants belonging to groups that are currently underrepresented in the arts sector in the UK: particularly people of colour, those with disabilities (including 'invisible' disabilities such as dyslexia or autism), and people from lower socioeconomic backgrounds.

As part of our commitment to equal opportunities, we want to make sure a wide range of people access our opportunities. Please help us by completing the form by clicking on the following link: [Equal Opportunities Monitoring Form](#)

We are happy to accept applications in an alternative format such as a video presentation or audio file. If you would like support or have any queries regarding the format or submission of the application, please contact us at: info@actionspace.org

The Application and Equality and Diversity Forms can be downloaded here:
<https://actionspace.org/about-us/work-for-us/>