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Croydon Street  
Leeds LS11 9RT  
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0113 234 6040



Dear Applicant

Thank you for your interest in the role of Development Manager at Pyramid.

### **Access**

If you require any of the information or documents provided in a different format, please email [access@pyramid.org.uk](mailto:access@pyramid.org.uk) and we will do our best to accommodate.

For access information about our premises, please visit [pyramid.org.uk/access](https://pyramid.org.uk/access)

### **About Pyramid**

Please refer to the Pyramid website, [pyramid.org.uk](https://pyramid.org.uk) for information about our organisation. In particular, you may wish to review [pyramid.org.uk/plan](https://pyramid.org.uk/plan) (in the 'about us' section) which includes a link to the **Pyramid Plan 2024-2028** and information about our strategic aims and objectives.

### **Job description, person specification and terms of employment**

These are all covered in one document titled 'Development Manager Job Description and Person Specification'.

### **How to apply**

Please complete the **personal details form** and **application form**, which covers your employment history, relevant qualifications, and asks how you meet each of the criteria listed in the person specification.

**DO NOT SEND A C.V.** It will be disregarded. Likewise, please bear in mind that any cover letter / email will not be seen by the shortlisting panel, so make sure that you include all relevant information on the application form itself.

Please email your completed personal details form and application form to Alice Clayden at [info@pyramid.org.uk](mailto:info@pyramid.org.uk).

**PLEASE TURN OVER>>**

On receipt, these documents will be separated, and the shortlisting panel will only see your (anonymous) application form.

## **Deadline**

The deadline for applications is **Sunday 10 November 2024**. Applications received after this date will be disregarded without exception.

## **Recruitment and Selection**

We would like to draw your attention to <https://pyramid.org.uk/policies-and-procedures> (in the 'about us' section), where you will find our Recruitment and Selection Policy and our Equality, Diversity and Inclusion Policy.

## **Equal opportunities**

At Pyramid, we are committed to promoting equality, diversity, and inclusion in everything we do. If you feel under-represented in the arts, we want to hear from you! We strive to create a supportive and accessible workplace where all voices are valued and respected, and recognise that the whole organisation benefits from the unique experience, knowledge and skills that each individual brings.

We have devised an anonymous online survey to collect equal opportunities data from applicants. This monitoring data will only be used to assess the success of our recruitment campaign in reaching a diverse range of candidates.

We would be very grateful if you could complete the survey. All questions are optional, and you can answer as few or as many as you like. <https://uk.culturecounts.cc/s/K5c1v>

## **Contact**

If you have any questions about the role please contact James Hill, Director:

email: james@pyramid.org.uk

phone: 07856 176 832

For queries about the recruitment and interview process, please contact Alice Clayden:

email: info@pyramid.org.uk

phone: 0113 234 6040