



Post	Community Fundraising Officer
Salary Scale	£24,400 - £26,700 <i>Dependent on experience/competency</i>
Job type	Full time - 37.5 hours per week - flexible working hours considered. Fixed term (12 months).
Start Date	8 January 2024
Shortlist notification	3 November 2023
Interviews	w/c: 6 November 2023
Location	This role is office-based, either in Central London (Somerset House) reporting to the Executive Director OR in Cardiff, reporting to the National Director Cymru. The role is the same, whether the post-holder is based in London or Cardiff.
To Apply	Please upload your CV and a covering letter outlining how you meet the criteria to this link https://www.surveymonkey.co.uk/r/G7F72VX by 9am on Monday 30 th October 2023. Please include the names and contact details of two referees who are in a position to comment on you professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before interview).
Notification	We regret we are unable to provide feedback unless you are shortlisted. We will notify you to let you know if you have been shortlisted or not.
Equal Opportunities	<p>Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from people who are under-represented in the cultural sector and our organisation, including those facing disabling barriers or who have experienced racism.</p> <p>All Disabled candidates who meet the essential criteria will be interviewed. Short-listed candidates will have the opportunity to discuss their access requirements for the interview.</p> <p>Applicants with disabilities, or health circumstances, that prevent them from working fulltime, are welcome to apply, but the work focus must be achieved within the 12-month period.</p> <p>If you require help completing your online application, or if you would like to submit your responses in a different format, please email jobs@livemusicnow.org.uk or call 020 7759 1803.</p>



Live Music Now

Live Music Now is a charity that has been working and campaigning since 1977 to create inclusive, measurable social impact through music. By harnessing the connective power of music and evaluating its impact, we advance musical practice and change how we understand and support underrepresented and vulnerable people in our society. Our work enhances quality of life, health and well-being and promotes equity of opportunity by recognising the creative potential of every individual.

At the core of our theory of change is the commitment to deliver social impact through music. We create that social impact through musicians, whom we consider to be our most valuable partners and our greatest asset and seek to serve the ever-increasing need from communities facing social exclusion and disadvantage.

We achieve this through three commitments:

1. Supporting the musical lives of people experiencing disadvantage and social exclusion
2. Developing and supporting the workforce of professional musicians to ensure quality of practice, addressing underrepresentation by creating inclusive pathways to viable careers, and delivering the best outcomes for the communities we serve.
3. Advocating and evidencing the transformative benefits of live music on learning, development, health, and wellbeing

We employ and train over 300 professional musicians to work with older people (many living with dementia), children and young people (CYP) facing disabling barriers, early years and families, carers and key workers supporting others.

Our work reaches over 85,000 people, in person and online, performing, collaborating on, and creating music through 1:1 and group sessions, residencies in care settings, special schools & hospitals, and concerts. Our work helps participants communicate & make social connections, develops skills, and increases confidence and resilience.

Our programmes are underpinned by research and cross-sector partnerships, across England, Wales, Northern Ireland and internationally. For more information visit [our website](#)

Live Music Now operates throughout the UK, with English branches covering the South-East, South-West, and across the North, and national branches covering Northern Ireland and Wales with a sister organisation in Scotland.

A team of Strategic Directors leads the development of LMN's work in the areas of Adult Social Care, Healthcare, Children and Young People and Musicians' Development, delivered through the branch network across the UK. Each branch is run by a Director who reports to the Executive Director. The Executive Director reports to the Chief Executive, who in turn reports to the Chairman and Board of Trustees.

The Rank Foundation

The Rank Foundation is a philanthropic organisation which aims to improve the lives of people and their communities across the UK by i) encouraging and developing leadership and ii) promoting enterprise and innovation.

Time to Shine (T2S) Programme

The Rank Foundation's Time to Shine (T2S) programme has been running since 2011 and provides the opportunity for successful candidates, known as "T2S leaders", to experience a 12-month paid leadership and development placement in a charity.

The Community Fundraising Officer at Live Music Now will be supported by the Time 2 Shine programme and will spend approximately 15% of their time participating in leadership programme activities and development events throughout the year. In addition, the post-holder will have access to internal training at Live Music Now to support the wider Communications and Development team, including grant research and writing, donor stewardship and volunteer management. There will also be personal CPD opportunities as part of Live Music Now's HR support and training. Organisation will support personal and professional development throughout the year.

After the programme, the leader can continue with membership to the RankNet online community platform to access various opportunities.

Please note

The T2S programme is designed to provide a new opportunity of paid employment to someone who is currently either unemployed or underemployed (i.e. currently working below skillset, where this role will have significantly increased responsibility).

The post-holder will be required to attend various T2S events and development days which will entail around 12 days of travelling and a small number of overnight stays over the course of the programme, including the following key dates:

- w/c 22 or 29 January 2024 - two days to attend Launch Conference
- w/c 10 or 17 June 2024 - two days to attend Review Conference
- September 2024 - two days to attend Rank Annual Conference

More information on the Time to Shine programme, including personal insights from previous candidates about their experiences on the programme, can be found at [Time to Shine - The Rank Foundation](#)

Community Fundraising Officer Main Duties and Responsibilities

Fundraising

- Develop a new community fundraising programme for Live Music Now
- Support the Trusts & Foundations Manager with funder research and draft grant applications to support programme development
- Generate funding reports, including writing up case studies, as required for donors
- Manage funder database ensuring that contact details and donor requirements are recorded in line with GDPR requirements

Marketing & Communications

- Create and deliver a communications plan for community fundraising
- Produce digital resources for volunteers to establish and run community fundraising groups
- Organise and run a series of events to support the recruitment and development of a pilot community fundraising group
- Collate project information, news stories, images and quotes for regular updates on website and social media
- Create flyers and marketing materials using Canva and Flickr (training provided)
- Curate and produce a community fundraising e-newsletter
- Create an internal 'how-to' guide for community fundraising

Development

- Create a library of new resources to support fundraising communications, including application and reporting templates for each area of Live Music Now's work, with suitable case studies and quotes (with confirmed permissions for use)
- Deliver a series of events to recruit and support a pilot community fundraising group
- Engage and support community fundraising groups to get started and gather feedback on the process

Additional tasks

- Undertake any other duties relevant to this post as requested by the Chief Executive or the postholder's line manager
- Post-holder must be available to travel on approximately 12 days during the 12-month period to attend Time to Shine programme events and development days.

Key dates:

- w/c 22 or 29 January 2024 - 48 hours to attend Launch Conference
- w/c 10 or 17 June 2024 - 48 hours to attend Rank Annual Conference
- various individual tasks to attend Leadership Days

Terms & Conditions

The post is a full time, office-based position in either London or Cardiff and offered as a 12-month fixed contract from 8 January 2024.

The salary will be £24,400 - £26,700, dependent on experience/competency, and will be paid monthly.

a) The appointment is subject to:

- i) Four weeks' notice of termination on either side
- ii) A probationary period of three months

b) Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.

c) Live Music Now provides a pension scheme for all eligible staff once probation period has been completed successfully, paid through the payroll. The organisation contributes 3% of your salary to the scheme after probation has been completed.

Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.



Community Fundraising Officer Person Specification

	Essential	Desirable	Assessed
Experience			
Minimum of one year's experience in an office admin role within an arts, cultural or voluntary organisation, or equivalent through volunteering and/or work experience.		X	Application & interview
Skills/competences			
Excellent communication skills, written and verbal with a good telephone manner	X		Application & interview
Excellent organisational and time-management skills	X		Application & interview
IT literate across a range of ITC programmes, inc. MS office, Dropbox, Zoom	X		Application & interview
Proficient using content management systems (databases)		X	Application & interview
Working knowledge of marketing tools, including use of social media to engage audiences and stakeholders		X	Application & interview
Understanding of fundraising or volunteering (including community fundraising and charitable trusts & foundations)		X	Application & interview
Knowledge and approach			
An interest in the development of professional musicians		X	Application & interview
A passion for, and commitment to, the potential of music as a tool for social change, and its impact both on participants and musicians	X		Application & interview
Commitment to diversity, inclusion, and equal opportunities	X		Application & interview
Understanding of, and commitment to, safeguarding	X		Application & interview
General			
Energetic, creative, entrepreneurial, and committed	X		Application & interview
Highly motivated self-starter, able to set priorities, meet targets and work alone, while operating as part of a wider team under direction.	X		Application & interview
Ability to work as part of a team and develop effective relationships	X		Application & interview
Welsh language speaker		X	Application & Interview

Your data and privacy

All applicants' data will be held on our system during the interview process for internal use only. After this time, only the personal data and references of the successful applicant will be kept: all data from unsuccessful applicants' will be destroyed or deleted from our records. Live Music Now commits to never sell or give away any individuals' data to external companies. Please see our Data and Privacy Policy for more details.

To be kept up to date with Live Music Now's work and news, please sign up for our newsletter on our website at www.livemusicnow.org.uk