



Post	Trusts & Foundations Manager
Salary Scale	£36,000 - £40,000 <i>Dependent on experience/competency</i>
Job type	Full time: 37.5 hours per week
Start Date	ASAP
Shortlist notification	By Friday 19 th May 2023
Interviews	w/c 22 nd May 2023
Location	Home based or London office. Working remotely from anywhere in the UK, with regular travel to the London office. Occasional travel across other regions will be required
To Apply	<p>Please upload your CV and a covering letter outlining how you meet the criteria to this link https://www.surveymonkey.co.uk/r/SDD7TWG by 9am on Wednesday 17th May 2023.</p> <p>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).</p>
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>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 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 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 Exec Director reports to the Chief Executive, who in turn reports to the Chairman and Board of Trustees.

Trusts & Foundations Manager

Main Duties and Responsibilities

Fundraising

- Researching funding opportunities and creating a pipeline of potential funds / grants to apply for
- Writing grant applications including both large requests (£100k+) to national funders (e.g. National Lottery/ Arts Council), as well as smaller funds
- Managing relationships with prospects and funders, answering enquiries, arranging project visits and preparing end of grant reports
- Liaising with academic partners and freelance fundraising consultants on collaborative grant applications
- Supporting branch directors in developing branch T&F funding pipeline and assisting with regional applications

Funder administration

- Entering funders/opportunities onto the database (Blackbaud's Raiser's Edge), tracking relationship, applications, results and reporting on an ongoing basis
- Working with the Branch Directors and Strategic Director to ensure appropriate project data is collected and monitoring and evaluation procedures are implemented;
- Providing funding updates and pipeline tracking documents for Trustees/ Senior Management on a monthly basis
- Ensuring all T&F grant conditions are met.

Marketing and Communications

- Collating project information, images and quotes from branches for inclusion in grant applications and regular updates on LMN's website and social media;
- Identifying and drafting news stories and social media posts;
- Collating list of current funders for annual report/ public acknowledgements

Additional Tasks

- Occasional visits to the London/other branch offices
 - Undertake any other duties relevant to this post as requested by the CEO/ED
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Terms & Conditions

The post is a full-time, home or office-based position (London office is Somerset House), however we are open to discussing flexible working arrangements.

The salary will be £36,000 - £40,000, 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) The postholder can be based anywhere in the UK but will be expected to visit the London office occasionally, particularly at the start of the appointment, with some occasional travel for meetings elsewhere in the UK. IT equipment will be provided.

d) 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.

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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.

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.

Live Music Now is a flexible and accommodating employer; flexible working may be possible in discussion with line managers.

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.

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.

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

Trusts & Foundations Manager: Person Specification

	Essential	Desirable	Assessed
Experience			
Minimum of three years' experience in a Trusts & Foundations fundraising role for charitable organisation.	X		Application & interview
Skills/competence			
Demonstrable working knowledge of the funding environment (statutory, trusts and foundations) including ability to develop successful funding proposals in line with funder priorities	X		Application, Interview and test
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners.	X		Application & interview
Able to represent the organisation, communicate confidently, and to deputise for the CEO/ED in their absence.	X		Application & interview
Proven organisational skills, good time management and the ability to juggle a varied and fast-paced workload.	X		Application & interview
Highly literate across a range of ICT packages (MS Office, Blackbaud Raiser's Edge database) and remote working tools, including Dropbox and Zoom	X		Application & interview
Working knowledge of marketing tools, including use of social media to engage audiences and stakeholders.		X	Application & interview
Ability to accurately estimate projected income, confident managing budgets.	X		Application & interview
Knowledge and approach			
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
Some knowledge of the social impact/arts for health funding landscape		X	
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, remotely.	X		Application & interview