



## Development Administrator (maternity cover)

### Job Description

**Reports to:** Development Manager

**Contract:** Maternity cover, September 2023 to end of April 2024

**Hours:** Full time - 35 hours per week

**Remuneration:** £23,000 - £27,000 per annum, depending on experience

**Annual leave:** 26 days plus bank holidays

**Location:** Home working with some travel for meetings and events

Awards for Young Musicians is committed to tackling the systemic inequalities of opportunity across the arts sector. We welcome applications from across UK society.

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## About Awards for Young Musicians

Awards for Young Musicians (AYM) exists because musical talent is everywhere but opportunity isn't: family finances and other obstacles too often get in the way. We're here to change this in two key ways:

- We support young musicians from low-income families with funding and other help
- We support music education through training, advocacy and research.

Established in 1998 we work across genres and across the UK. We're currently supporting around 800 individual young people. Our four programme areas are:

- **Identifying Talent:** training teachers in how to spot young people's musical potential
- **Furthering Talent:** targeting and sustaining young people's emerging talent through strategic support
- **Awards:** funding young talent UK wide through annual grants and tailor-made help for individual musicians
- **Innovation and Research:** leading new thinking and action on talent development

As the Development Administrator (maternity cover) you will have the exciting opportunity to grow your career within a fast growing and ambitious organisation. You'll be part of a fantastic team: collegiate, creative, dynamic, highly motivated, and resilient. Although we all work from home, we meet regularly in person too and everyone works together closely to make the greatest possible difference to the lives of the young people AYM is here for.

## Job Description

### Overview of role

This maternity cover role at Awards for Young Musicians presents an opportunity to develop a career in fundraising. You'll primarily support the Development Manager with administrative systems and processes to manage donor and Trust funder relationships. You will also assist with looking after our existing and potential donors and Trust funders, assisting with events management and research as well as helping with funding applications and database management.

### Working relationships and expectations

You'll report to and work closely with the Development Manager. You'll also work with the Events Programmer to ensure the successful running of fundraising concerts and the Digital and Communications Co-ordinator to create fundraising communications and content. You will also have regular contact with other AYM colleagues e.g. the Chief Executive and Chair.

This is a homeworking position with some flexibility required to travel for occasional meetings and events. As our partners and projects are UK wide, so is this travel. Office equipment will be supplied as required. Any travel costs will be reimbursed.

## Key tasks

### Individual giving

- To support the Development Manager with stewarding donors, including accurately recording data on donors and incomes.
- To diarise, attend and minute monthly Donor Committee calls, ensuring that minutes and actions are shared in a timely manner.

### Trust and Foundations

- To support the Development Manager with stewarding Trust funders including preparing and sending annual funder updates.
- To support the Development Manager with researching Trust prospects and keeping accurate records.
- To support the Development Manager with writing and submitting applications and reports.
- To diarise, attend and minute monthly Trust Committee calls, ensuring that minutes and actions are shared in a timely manner.

### Communications and campaigns

- To support the Development Manager and the Digital and Communications Co-ordinator to plan and deliver at least three fundraising campaigns a year including the Big Give Christmas Challenge and Remember a Charity Week.
- To work with Development Manager to write compelling case studies.

### Legacy giving

- To support the Development Manager in keeping up to date with our membership with Remember a Charity and utilising their resources.

## **Community fundraising**

- To ensure the fundraisers' pack is refreshed annually with support from the Development Manager and Digital and Communications Co-ordinator.
- To assist the Development Manager with supporting external fundraisers who are raising money for AYM.

## **Events**

- To support the Development Manager and Events Programmer to organise fundraising concerts. This includes guest list management (including creating and sending invitations and managing RSVPs, ensuring the guest list is kept up to date) and preparing concert programmes.
- To diarise, attend and minute monthly Fundraising Events Committee Calls, ensuring that minutes and actions are shared in a timely manner.

## **Other administration**

- To maintain detailed records of our interactions with donors, funders and prospects via our Salesforce CRM system.
- To ensure campaign records, contact records, income records and Gift Aid records are kept up to date.
- To take minutes for other meetings, from time to time only.
- To support other AYM team members on an exceptional basis.

## **Person specification**

### **Experience**

- Two years or more experience in a fundraising and/or administrative role, preferably within the arts and/or charitable sector.
- First rate organisation, time management and information management experience.
- Event management experience would be an advantage.

### **Key skills**

- Strong facility to follow through on the delivery of tasks.
- Exceptional attention to detail.
- Excellent written and verbal communication skills, e.g. minute taking, excellent telephone manner.
- Excellent interpersonal skills: an ability to relate confidently and sensitively to a wide range of people including donors, funders, partners, children and young people, parents/carers and volunteers.
- Good research and analytical skills with the ability to contribute to the development of new prospects and pipelines.
- Computer literate in all major Microsoft applications.
- Familiarity with CRM systems, ideally Salesforce, would be an advantage.

### **Personal qualities**

- Proactive, with the ability to work remotely from home and to manage own workload efficiently without direct supervision.
- Emotionally intelligent, able to communicate effectively and empathetically.

- Highly motivated with a commitment to and understanding of the organisation's vision.
- Ability to prioritise and work flexibly, under time pressure with competing deadlines.
- The energy, enthusiasm and passion for supporting musically talented young people.

## Terms and conditions

- **Contract:** maternity cover contract, September 2023 to end of April 2024.
- **Place of work:** From your own home and other locations as required. Occasional face to face meetings will also take place with the AYM team e.g. in Bristol, London, Birmingham and Nottingham. You can be based anywhere in the UK to apply for this role.
- An ability to travel around the UK from time to time (although your own transport is not required). Expenses will be reimbursed for travel.
- A willingness to work on occasional evenings and weekends (time off in lieu is provided for weekend work). We hold at least eight fundraising concerts around the UK a year where the Development Administrator's presence will be required.
- The post holder will be required to apply for a Disclosure and Barring Scheme (DBS) check in line with AYM's Safeguarding Policy.
- Computer equipment will be provided, depending on individual requirements.

## Find out more

We'd be happy to answer any questions you have about this role. If you would like to find out more, please contact Sanpreet Janjua, Development Manager on [sanpreet.janjua@a-y-m.org.uk](mailto:sanpreet.janjua@a-y-m.org.uk) or 0300 302 3422.

## How to apply

Please complete the Applicant Details Form, Application Form and **optional** Equal Opportunities Monitoring Form, and return these to [katherine.rigg@a-y-m.org.uk](mailto:katherine.rigg@a-y-m.org.uk).

## Key dates

- The deadline for applications is **Wednesday 19 July at 5.00 pm**.
- Online interviews will be held on **Thursday 27 July**.
- The position is available to start in September 2023. A start and end date will be negotiated with the successful candidate.