



Job Description: Project Lead, Emerging Creatives Fund

About Youth Music

Youth Music is a national charity supporting young people's lives in music. Equality, diversity and inclusion drive our vision and mission. We want to equalise access to music: we focus on those who would otherwise miss out because of who they are, where they live, or what they're going through.

We work with children and young people aged 0-25, using the power of music to support musical, personal and social development. As a funder, we invest in around 300 projects each year, reaching more than 80,000 young people and over 4,000 people in the workforce.

We campaign alongside young people to drive change in the music industries and education, making it more inclusive, diverse and creative.

Youth Music is funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery, and support from donors, partners and fundraisers. Find out more: www.youthmusic.org.uk

Salary and benefits

- Salary: £30,000-£35,000
- Pension: 8% of salary towards a non-contributory group pension
- Contract: Permanent, full time (37.5 hours per week)
- Location: Office – Off Bermondsey Street. SE1, London Bridge. Currently working from home.
- Holidays: 25 days plus public holidays, and additional days over the Christmas period when the office closes

Key areas of responsibility

- To develop and lead our new grants programme offering funding directly to young people aged 18-25.
- Provide support to young adults applying to the fund and those awarded funds.
- Work within our Engagement Team to support the development of new music industry partnerships, and the delivery of our Incubator Fund.
- Line manage the Youth Engagement Officer and ensure alignment of our wider youth engagement programme and our 18-25 funding streams.

Diversity and equal opportunities

Youth Music is an equal opportunities and Living Wage employer. We are committed to attracting, recruiting and retaining diverse candidates, as it's important that our staff reflect the communities we serve at every level within the organisation.

We especially welcome applications from people from under-represented groups and are committed to making adjustments that would support you in applying for or carrying out the role. We are currently under-represented by Disabled and neurodivergent people, people from Black, Asian and minority ethnic backgrounds, and members of the LGBTQ community.

Our office is not fully accessible for wheelchair users at present - we are working with our landlord to address this issue. We apologise and will happily make alternative arrangements if you are unable to access our office. For any access requirements please contact Leigh Halifax on 020 7902 1060 or email leigh.halifax@youthmusic.org.uk.

Covid-19

All Youth Music staff have been working from home since March 2020. We will begin a phased return to our office in 2021, when safe to do so, keeping a close eye on COVID-19 prevalence rates and taking an individual approach with each member of staff dependent on their needs. We have a comprehensive health and safety plan in place.

Background and context to role

In 2018/19 we spoke to young adults taking part in Youth Music funded projects about what we could do to better support their next steps and progression. [These consultations found](#) that most aspired to pursue careers in music: either as artists, or as professionals within the music industries or education sector. They wanted more support to develop their own ideas and projects, and more help to navigate their careers and to make a sustainable living from music.

In August 2019 we fundraised new investment from People's Postcode Lottery to support this work. Since then we've been undergoing a period of growth and development. We've raised our public profile, become more outspoken on social justice issues, formed partnerships with music industry partners, and embedded young people within every part of our work.

2020 has seen a number of new developments:

- We launched our [Youth Music Next Gen programme](#) to offer young people paid freelance work as young advisors, co-researchers and content creators.
- We refreshed the [Youth Music website](#) focusing on youth-led content that demystifies the music industries, highlights social justice issues and champions young creatives.
- In April we launched an [Emergency Fund](#) to support music-making organisations facing financial difficulties due to Covid-19.

- In June we launched our [Incubator Fund](#) alongside our [Blueprint for the Future report](#). This work is focused on supporting 18-25s from under-represented backgrounds to progress their careers in the music industries.
- In September we launched [Reshape Music](#) a research report developed with 8 Disabled musicians [exploring barriers](#) to access music education and music-making.

2021 and beyond

In recent months we have strengthened the scope and scale of our partnerships with the music industries. Knowing that this crisis is likely to affect the music industries for a significant period to come, a goal for Youth Music is to ensure that collectively we build back better: a music education and industry ecosystem which is more inclusive, more representative, more sustainable and more creative.

The economic and social impacts of the pandemic are already having a huge impact on the life chances of children and young people. Amongst the 18-25 age range, the impacts will be disproportionately felt by underrepresented groups who were already facing the biggest barriers to progressing from education to employment.

Youth Music will ramp up its efforts to open up opportunities to young adults, through our own internship programme and the government's new Kickstart Scheme, our Incubator Fund, and through our industry partnerships. We are extremely excited to be launching our first-ever fund for young adults, backing them with finance to realise their ideas and take the next steps in their careers. We know this is more important now than ever.

Emerging Creatives Fund

Our [Blueprint for the Future Report](#) and 18-25 consultations show that too many young people see creative funding as inaccessible, exclusive, and out of reach. Furthermore, while several funds exist supporting artists and music creators, there are few programmes supporting emerging industry professionals and freelancers. Our evidence suggests this is particularly felt by young people from less advantaged socio-economic backgrounds who due to their location or lack of support and networks can feel shut of mainstream funding opportunities and feel these routes are 'not for them'.

Youth Music's new fund (name TBC) will provide young creatives aged 18-25 with grants of £1,000 to £5,000 to support their creative projects and career development. It will give them the freedom to develop their skills, shape their musical journeys and progress into the music industry. The new fund will award around £200k in grants in the year 2021 through investment from People's Postcode Lottery and a new industry partner (TBC) who we will work with to leverage their platform, resources, expertise and employees.

We'll work closely with Youth Music's portfolio of grassroots music projects to find the young people who will benefit most from this opportunity; those who are often working independently and entrepreneurially 'outside the system' via their own side hustles, or in collectives. This fund will act as a bridge for young people at the early stages of their career to the existing music support infrastructure they feel is currently out of reach.

In keeping with our aim to embed youth participation in all areas of Youth Music's work, we want to work with young adults to support the design and production of the new funding stream. They will also play a role in our decision making for funding awards. Alongside this we'll be designing support for young people to access and apply to the fund, as well as working with industry partners to add further value for the recipients beyond the grant (such as networking, mentoring, masterclasses etc).

About the role

This is an exciting and unique opportunity to lead on a flagship new project for the UK's largest young people's music charity. The successful candidate will have the opportunity to really make their mark, designing and delivering essential support for young creatives in critical and challenging times.

The role will quickly evolve from fund design and set up to supporting applicants and grantholders, working directly with funded people, and brokering partnership and progression opportunities. We anticipate this fund developing over the coming years to become a pillar in Youth Music's support for young people.

The role sits in our Engagement team, this encompasses our youth engagement work, industry and corporate partnerships, events, and fundraising. You will report into the Engagement Director and line manage the Youth Engagement Officer.

The Engagement team is increasingly busy and has big ambitions for 2021 and beyond, so each team member is expected to support and engage with each other's work, you'll be involved in the Youth Music Awards, Give a Gig as well other key team projects and events.

Initial first steps

The development of the fund is already underway, and we are finalising plans to launch in Spring 2021 (ideally April). By the time this role is recruited, the application and assessment process will have been largely developed. The development of the grants database (Salesforce) and the brand positioning of the new fund will also be underway.

Depending on progress by the start date of the successful candidate, the Project Lead will need to hit the ground running and be prepared to get involved in a combination of the following:

- Pick up project, quickly becoming the central point of coordination and communication
- Work with team of young advisors to develop accessible applicant guidance documents, monitoring criteria and define what success will look like
- Develop funding agreement with Engagement Director and charity's Lawyers
- Testing of new build of Salesforce grants application system and CRM
- Work with Comms Team to develop brand and marketing for launch of fund
- Work with Engagement Team colleagues on fund launch event

About you

This is an exciting new role that requires an excellent communicator and people-person who is motivated by supporting others to succeed. It is a broad and evolving role that will best suit a self-motivated all-rounder.

You'll need to be able to work on programme design and strategy, engage industry stakeholders and young people, and get your head down to plan and deliver a tight and busy schedule of activities and lead others along the way.

With previous experience of working directly with 18-25 year olds and an excellent understanding of how music funding works in practice, you'll have innovative and exciting ideas about how Youth Music can best support aspiring young musicians and creative professionals.

You'll be bold and passionate about our cause, perhaps through your own music industry employment or passion project. You're someone who is ready to roll up their sleeves and hit the ground running. Able to plan, execute and operate at pace, working flexibly and comfortable juggling multiple priorities.

You have a good understanding of the UK's music scenes, youth culture, music funding and of youth voice and participation practices. You'll also have an excellent understanding of the current industry debates around diversity, equity and inclusion.

Key Responsibilities

Programme

- Design and develop the new funding programme alongside the Engagement Director, ensuring a high quality and accessible 18-25s grants programme.
- Work with the Engagement team to design an added-value support offer for grantholders (such as mentoring, masterclasses, networking events) leveraging our links with music industry partners and artists.
- Plan and deliver the yearly operational grants cycle, scheduling applicant deadlines, managing decision-making, recruiting assessors and coordinating the assessment process. Manage the budgets for the fund with the Engagement Director.
- Ensure young people aged 18-25 are involved in the fund development and decision-making process, playing a role alongside our Youth Engagement Officer in convening a team of young advisors.
- Manage a portfolio of grants, and support other team members with day to day relationship management as required.
- Responsible for timely processing of grant awards (offers, feedback, funding agreements, payment processing, reporting), with administrative support from team.
- Be accessible to and support young people interested in applying to the programme, e.g. through conducting webinars and Q&As and answering queries. Act impartially, tactfully and sensitively to applicant queries and in feedback to successful and unsuccessful applications.

- Develop a pipeline of suitable applicants to the fund, ensuring links with Youth Music's existing programmes – Next Gen, Incubator Fund and Fund A,B,C, and building links to relevant external programmes, such as the PRS Foundation's Talent Develop Partner network.
- Proactively ensure the diversity of applicants and grantees. Work with relevant stakeholders to increase engagement with the grants programme in areas of identified need to achieve an equitable spread of investment.
- Monitor and review progress against our Equality, Diversity and Inclusion (EDI) action plan, and ensure relevant changes to grant programme are implemented as required.
- Act as a public advocate and spokesperson for the fund as required.
- Manage relationships and collaborate with programme partners and stakeholders.
- Ensure that Youth Music meets and reports on all funding agreements from investors (such as People's Postcode Lottery and industry partners).
- Ensure accuracy and continuous improvement of our grants database and CRM (Salesforce).
- Support the brand development of this new initiative, working with the Engagement Director, our Comms team and external partners.
- Identify communications opportunities for Youth Music's work, and work in partnership with our comms team to maximise exposure.
- Identify opportunities to increase Youth Music's resources for programmes and contribute to fundraising activity within the Engagement team.
- Help to manage events such as launch events, workshops and showcases

Wider responsibilities

- Line management and professional development of Youth Engagement Officer and temporary posts in team such as an intern.
- Assist with overall Engagement Team (including Give a Gig and Youth Music Awards) and organisational planning.
- Be responsible for strong internal communications about your areas of work
- Work with external suppliers as appropriate, including freelancers and agencies.
- Adhere to relevant Youth Music policies, including data protection, safeguarding, and equality, diversity and inclusion.
- Maintain knowledge across all Youth Music grants programmes (inc. Fund A, B and C).
- Maintain overall awareness of music and funding developments in the UK, and build productive relationships and partnerships across the sector
- Undertake other general tasks as reasonably required

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be subject to change.

Person Specification

Essential

- Broad understanding of the music industries, and the barriers to entry for young people seeking industry careers.
- Understanding of grant-making processes, either as a grant-maker or a grant recipient.
- Excellent organisational and project management skills, with the ability to timeline projects, manage budgets and a demonstrable track record of delivery.
- Experience developing people, either as a line manager or a coach or mentor.
- Experience working directly with young people.
- Confident in decision-making and ability to work autonomously.
- Strong track record in partnership working and managing internal and external stakeholders in a busy working environment.
- IT skills including Excel and databases.
- Prioritisation skills with the capacity to juggle competing priorities.
- Proactive and resilient, will go the extra mile to ensure the right result.
- Commitment to equality, diversity and inclusion, with good awareness of accessibility and understanding of inclusive best practice.
- Ability to work in teams demonstrating a strong work ethic and integrity
- Passion for music and youth culture.
- Experience developing practices to comply with data protection, GDPR and other relevant legislation.

Desirable

- Experience in a music organisation.
- Working knowledge of existing music funding landscape in the UK
- Good understanding of the principles of safeguarding, and youth voice and participation.
- Experience using Salesforce

Application process

How to apply

Application packs are available to download from our website www.youthmusic.org.uk containing:

- Applicant details form
- Application form
- Equal Opportunities monitoring survey

Completed forms will need to be submitted by the deadline below to jobs@youthmusic.org.uk with the subject line **Project Lead, Emerging Creatives Fund**.

Interviews will take place online: details of the interview will be sent to candidates via email.

- Deadline for applications: 12 midnight Friday 22nd January
- Stage 1 Interviews: Friday 29th January
- Stage 2 Interviews: Tuesday 2nd February

You will be required to present to undertake a short task as part of the interview process. We will inform invited applicants of the details of this ahead of time.

If you haven't heard from us by two weeks after the deadline, your application has not been successful.

Accessibility

Youth Music is committed to ensuring that every step of the application/interview stages can be made accessible for everybody interested in the role. If you require any adjustment to be made to the application or interview procedures for this post, please let us know in the applicant details form and/or contact us by email jobs@youthmusic.org.uk or telephone Leigh Halifax on 020 7902 1095 to have a chat.

Completing your application form

When completing your application form please clearly outline why the post is of interest to you and how your skills and experience match the person specification and job description.

We expect you to demonstrate in detail that you have the knowledge, skills and experience required for the role. Unless you have covered all the essential criteria, and provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted for interview.

As part of our commitment to a fair and open recruitment process Youth Music anonymises all applications we receive before shortlisting candidates for interview by removing the applicant details form – the recruitment panel do not see your name, contact details or education history. For this reason, **please do not include your name anywhere on the application form.**

Shortlisting process

Once a vacancy has closed, the applicant details forms are separated, then all completed application forms are shared with the shortlisting panel. Shortlisting of applications is always carried out by at least two people. Candidates will be informed of the outcome of their interview as soon as possible (this can sometimes be a few days after the interviews).

Your equal opportunities form is only seen by HR for administration and monitoring purposes. It will not be considered for any selection decisions and will not be shared.

Offer of employment

Any offer of employment will be made subject to:

- Satisfactory references
- Disclosure and Barring Service (DBS) check in the UK
- Confirmation of the right to work in the UK (candidates invited to interview will be provided with the relevant information relating to complying with the preventing illegal working legislation)
- Satisfactory completion of a probationary period

Unsuccessful applications

- Incomplete applications will not be considered
- Due to the volume of applications we receive we are unable to provide feedback to applicants who have not been invited to interview
- Candidates who are unsuccessful at interview stage can request feedback

Data protection

Youth Music will use the information you provide to assess and process your application for employment. If you become an employee, your information will be held on our databases and systems to manage your employment. Unsuccessful candidates' information will be held for six months before being destroyed. We will store your data in line with the General Data Protection Regulations 2018 (GDPR).