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## Grants Administrator Internship

**Application pack 2021**

## What we do

We believe that every young person should have the chance to change their life through music.

Yet our research shows that many can’t because of who they are, where they’re from or what they’re going through.

Our insights, influence and investment in grassroots organisations and to young people themselves means that more 0–25-year-olds from can make, learn and earn in music.

Youth Music is a national charity funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery and support from partners, fundraisers and donors.

Find out more: [www.youthmusic.org.uk](http://www.youthmusic.org.uk)

## Youth Music’s Approach to Recruitment

We are committed to operating a fair and open recruitment process. Shortlisting of applications is always carried out by at least two people. As part of the application process candidates are invited to anonymously complete an equal opportunities form, which is used for monitoring purposes only by the HR department, it does not inform selection decisions.

## COVID-19

All Youth Music staff have been working from home since March 2020. We are currently adopting a flexible approach to returning the office whilst COVID remains a concern. We have a comprehensive health and safety office plan in place and are able to accommodate individual requests to work from the office on a case by case scenario.

Youth Music has adopted a new Flexible Working Policy that will support all employees to work up to 3 days from home whilst working a minimum of 2 days in our London Office.

## 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 team reflect the communities we serve at every level within the charity.

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 people with lived experience of Disability and neurodivergent people, people from Black, Asian and minority ethnic backgrounds, and people from 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 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](mailto:leigh.halifax@youthmusic.org.uk).

## Salary and benefits

**Salary:** £10.85 per hour (real living wage)

**Contract:** Six months, 25hrs per week.

**Location:** Bermondsey SE1, London. Staff are currently working from home and will be expected to work in the office for at least two days per week once we return.

**Holidays:** 25 days plus public holidays (pro-rated for part time) and additional days over the Christmas period when the office closes

**Additional benefits:** Cycle to work scheme, Critical Illness Cover, flexible working, Income protection which includes the help@hand app, offering easy access to four key support services: Remote GP, Second Opinion, Mental Health Support and Physiotherapy, Staff Values committee, and continued learning and development.

## About the role

If you want a career working in music, charities or with young people then this is a great opportunity. The role will provide general administrative and project support for Youth Music. The job sits in Youth Music’s Grants and Learning Team. This team is responsible for managing our funding programmes and gives out over 300 grants each year to support music work with children and young people nationwide.

## Key areas of responsibility

The role will involve providing general administrative support as well as helping us to communicate about the work we fund. On the administration side, you'll learn how to support with tasks such as answering telephone and email enquiries; co-ordinating meetings, setting agendas and writing up minutes, building web pages, updating databases and updating key documents. You will liaise with Youth Music’s applicants and grantholders and attend project visits to see their work. You’ll also have the opportunity to set up and evaluate a grant holder event, and to be creative in sharing the music and case studies produced by those we fund. This might involve making playlists, reviewing music and working with the communications team.

## About you

You don’t need any prior experience, but you do need to be enthusiastic and keen to learn! The role would suit someone who is happy doing lots of different tasks and who has good organisation skills.

The ideal candidate will have a passion for young people and music; a keenness to learn and take on new skills; good written and verbal communication; basic IT skills (which you'd like to develop further); organisational skills; and the ability to prioritise.

## Training, qualifications and support

You will be part of a group of four interns at Youth Music. You’ll receive regular training and networking to help you devlop in your role and think about your next steps in employment.

Throughout your employment you will have both a line manager and a mentor that will support you through the contract. Leigh Halifax, Youth Music's Office Manager, will be your line manager. Leigh will support you through the contract, engaging you in training activities to deepen your understanding of the sector, the role, expectations and employability skills. You will also have weekly catch ups with your fellow kickstarters to discuss what you've learned, what your tasks are and how best to action and achieve whats on your to-do list.

Your mentor will be Louise Henry, Senior Grants and Learning Officer. Louise will guide you on how to perform your role to the best of your ability, offering on the spot coaching to teach you the processes and systems that Youth Music uses and support on shaping your working week.

Youth Music is committed to ensuring that all employees feel supported in their role and encourage training and development opportunities that will further help their career.

## How to apply

As part of the application process you are required to do the following:

1. Complete and [submit the application form online](https://youthmusic.org.uk/apply-administrator-intern-role-youth-music)
2. Complete an anonymous equal opportunities form (available via the application form).

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

* Deadline for applications: 10am Monday 2 August
* Interviews: w/c 9 August tbc
* Start date: w/c 16 August tbc

Please note that this is a readvertisement and we recommend that recent applicants do not re-apply.

## 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 [leigh.halifax@youthmusic.org.uk](mailto:leigh.halifax@youthmusic.org.uk) to have a chat.