

Grants & Learning Officer RECRUITMENT PACK

May 2023



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What we do

[We are Youth Music](#). We believe that every young person should have a chance to change their life through music. Yet research shows that many can't because of who they are, where they're from or what they're going through.

Through our insights, influence, and investment in grassroots organisations, we make sure more young people aged 0-25 can make, learn and earn in music nationwide. Youth Music is the UK's leading young people and music 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 about our work on the [Youth Music Website](#).

Diversity & Equal Opportunities

Youth Music is an equal opportunities and Living Wage employer. We are committed to attracting, recruiting and retaining diverse candidates. It's important that our team reflects the communities we serve.

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 from within the Trans community, people from the LGBTQ+ community, Disabled people and people from the Global Majority. If you are Disabled and your application meets the minimum criteria for the post, we will offer you a guaranteed interview.

Please contact constance.dingri@youthmusic.org.uk if you have any access requirements or if we can make reasonable adjustments so that the interview process is more accessible.

Salary and Benefits

- Salary:** £32,350 per annum pro rata
- Pension:** 8% of salary towards a non-contributory group pension
- Contract:** Permanent, Full time (37.5 hours per week). We operate a blended working approach of at least two days per week in the office with Wednesday being a fixed office day for all staff
- Location:** London, SE1 0LH
- Holidays:** 25 days plus public holidays and additional days over the Christmas period when the office is closed

About the role

As an integral part of an expanding team, you'll play a key role in enabling music opportunities to transform children and young people's lives.

As a Grants and Learning Officer, you'll be helping us to deliver our ambitious, nationwide grants programme. We currently support over 500 grassroots organisations and 18-25 year old creatives, and relationship management is at the heart of the role. As well as supporting applicants and funded partners, you'll be making funding recommendations, administering grants, visiting projects and providing feedback and support. You'll manage an assigned portfolio of grants, and liaise with a wide range of other stakeholders relevant to your areas of work.

You'll also help us in our influencing role, catalysing change in sector practices around equality, diversity and inclusion and closing the gap between young people learning and earning in music.

About you

We'd love to hear from people who've been involved with organisations [like the ones we fund](#) or who've worked in the music industries. Youth Music's grants programme supports children and young people who face barriers because of who they are, where they live or what they're going through. We're keen to receive applications from people with lived experience of these issues.

You'll know how the funding system works through being a grant applicant or recipient. If you're experienced as a Project Manager, Music Leader, Freelancer or a Company Director then we'd love to hear from you.

You have an eye for detail and as a skilled administrator, you're not fazed by monitoring, reporting, spreadsheets and databases. As a clear communicator you'll be equally comfortable talking to young people as you are providing people with funding advice, guidance and support.

You'll be passionate about listening to and understanding young people's views and advocating for change. You'll be excited by the opportunity to build up your knowledge of how organisations are run, and to network like-minded people and organisations. You're a collaborative worker who enjoys being part of a friendly team, as well as travelling on your own to build new relationships with a diverse range of people. As a grants manager you'll have an instinct for what's important - when to give advice, and when to step back.

You will have a broad understanding of some of these key areas; children and young people and their engagement with music, equality diversity and inclusion, safeguarding, and the music industry.

Key responsibilities

Grant Making

- Relationship management for a diverse portfolio of grants within allocated areas or specialisms.
- Maintaining an up-to-date knowledge of the music landscape and issues affecting your allocated areas.
- Providing telephone and email advice to potential applicants.
- Undertaking visits to funded projects and attending events.
- Supporting the running and facilitation of events.
- Assessing grant applications.
- Making recommendations to the assessment panel.
- Efficient and effective turnaround of grants administration, primarily through our grants databases (Salesforce and CC Grant Tracker).
- Providing advice and feedback to successful and unsuccessful applicants.
- Contributing to the improvement of Youth Music's funding processes and procedures in line with the [flexible funding principles](#) we're committed to.
- Updating guidance and other materials, including online forms.
- Providing support to others in the wider Youth Music team.

Evaluation and Learning

- Building specialist knowledge about areas of Youth Music's work and producing relevant outputs to help us and others to learn and develop.
- Contributing to the design of funding programmes.
- Producing resources and content for the [Youth Music Network](#) (our online community for people working in inclusive music education).
- Working with colleagues on the effective dissemination of knowledge and learning.

General

- Carrying out all such additional duties as are reasonably commensurate with the role.
- This post will require travel across the UK, occasionally involving overnight stays.
- 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.

Person specification

Essential

- Experience of working or volunteering in music education, music industry, grants management, youth work or advocacy, education, or not-for-profit settings.
- Familiarity with the funding process.
- Interpersonal skills and the ability to work as part of a team.
- Ability to communicate effectively with different types of people.
- A clear and persuasive verbal communicator with the ability to write in plain English.
- Ability to build and manage relationships.
- Organisational and administrative skills, able to prioritise and work to deadlines.
- Confident in decision-making and can work autonomously.
- Ability to think creatively to solve problems.
- Attention to detail.
- Analytical skills (you'll be required to read and respond to applications and reports).
- Proficient IT skills, including Microsoft Office. Comfortable using databases and other software.
- Passion for music and understanding of the social issues facing children and young people today.
- Commitment to equality, diversity, and inclusion, with good awareness of accessibility and understanding of inclusive best practice.

Desirable

- Understanding of the principles of safeguarding, and youth voice and participation.
- Understanding of organisational best practice (financial health, governance, equality, and diversity).
- Experience of project management, including financial planning and management.
- Understanding of the music education and / or music industries landscape.

How To Apply

To apply please [visit our website](#) you'll need to complete the following, sending them to: jobs@youthmusic.org.uk with the subject line 'Grants & Learning Officer Application'.

- Grants & Learning Officer Application Form
- [Equal Opportunities Form](#)

We also accept video/audio applications, please include the same information shown in the written application format.

Deadline for applications: **9am on Tuesday 30th May 2023.**

First interviews will take place online on **Tuesday 6th June 2023.**

Second interviews will take place at Youth Music's Office on **Thursday 8th June 2023.**

YOUTH MUSIC

THE NATIONAL FOUNDATION FOR YOUTH MUSIC
STUDIO LG01, THE PRINT ROOMS

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