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**PARTNERSHIP MANAGER RECRUITMENT PACK**

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**August 2023**

What we do

We’re the UK’s leading young people’s music charity. We believe that every young person should have a 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.

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 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 about our work on the [Youth Music Website](http://www.youthmusic.org.uk/) and read more about our funding programmes on the [Youth Music Network](https://network.youthmusic.org.uk/).

“I joined Youth Music after completing an internship post university. It has been amazing. I’ve developed a lot both professionally and personally. This is due to the supportive and inclusive nature of Youth Music. I find communicating with my colleagues easy and effortless. I wanted to work for an organisation with a good vision, goal, and environment which Youth music has proven itself to be and more. My colleagues on every level, are open, kind, and ready to help in a timely manner. The atmosphere of Youth music is warm and inviting. I’m happy to be a part of such an amazing vision and goal” **– Temi, Finance & Admin Assistant up until July 2023.**

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. All our staff are members of an inclusion, diversity, equality and access (IDEA) working group to stimulate, inform and platform good IDEA practice at Youth Music.

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 a disability and/or access requirements or if you wish us to consider any other reasonable adjustments to ensure the interview process is fully accessible.

Salary and Benefits

**Salary: £35,000 - £40,000** dependent on skills and experience

**Pension:** 8% of salary towards a non-contributory group pension

**Contract:** Permanent, Full Time, 37.5 hrs p/week

We operate a blended working approach where you will be required to work in the office two days a week, with Wednesdays being a all staff day.

**Location:** The Print Rooms,London, SE1 0LH

**Holidays:** 25 days (amend this is part time role) plus public holidays and additional days over the Christmas period when the office is closed

**Additional benefits:** These include death in service insurance, critical illness insurance, income protection insurance for illness, employee assistance programme, learning and development opportunities, a staff values committee, cycle to work scheme, and a loans programme to cover the initial cost of for example a gym membership.

About The Role

Partnerships are at the heart of our work at Youth Music, both as a funder and fundraising charity. Building strong strategic partnerships enables us to:

* secure vital funding for Youth Music and grassroots music projects
* open meaningful progression opportunities for young people
* raise the profile of this work and amplify its impact

This is an exciting moment to join Youth Music. Having significantly grown our corporate and music industry relationships in recent years we are looking to diversify our fundraising pipeline while maintaining and strengthening existing partnerships.
This role will lead a refreshed fundraising strategy, cultivating strong relationships with potential new partners and creating opportunities for them to collaborate and invest in Youth Music via our funds, programmes, events and fundraising initiatives.

The role sits in our Engagement team, which encompasses youth engagement, corporate partnerships, major donors, events, and fundraising. You will report into the Engagement Director and line manage our Engagement Assistant.

About you

You thrive on building new connections and forging strong relationships with people and businesses that share our passion for equalising access to music. You’ll have proven experience in a partnerships, business development or fundraising role, with a strong track record of income generation and pipeline management.

You’re an outstanding communicator, skilled in engaging new people in your work. Your tenacious, organised, systematic approach make you highly effective in securing new business opportunities. You have an excellent understanding of the creative industries and current issues facing young people. You’re driven by social justice and the need to create a more equitable industry for the next generation.

Key responsibilities

* To deliver and lead the Partnerships and Fundraising Strategy in line with business plan goals and income targets
* Proactively grow, develop and manage a comprehensive partner pipeline, grading and monitoring the progress of each prospect
* Create and deliver high quality partnership proposals, pitches, slide decks and funding applications
* Maintain budgets for fundraising, monitoring income received against targets, income versus expenditure ratios and return on investmentOversee the activities of fundraisers in the Engagement Team ensuring their active contribution and maintaining of the pipeline
* Support the management of flagship engagement projects, e.g. Youth Music Awards, Give A Gig, and other events
* Provide high quality account management to a portfolio of partners and supporters
* Coordinate impact reports, case studies and comms activities to support successful account management of partner portfolio
* Ensure that all supporters and regular or one-off donors are thanked in a timely fashion and kept in touch with on a regular basis
* Attend relevant networking events and conferences to grow our supporter base and establish new partnerships
* Continuously maintain Salesforce to ensure accurate and timely recording of all prospect progress and to produce regular, reconciled income reports
* Update the Director’s Report each quarter with partnership and fundraising progress for trustees
* Ensure the Engagement Director and CEO is up to date with partnership and fundraising progress and involved where appropriate in attending meetings and events
* Line manage Engagement Assistant providing inspiring leadership, guidance and mentoring support including setting quarterly and annual objectives, carrying out 1to1s, and completing annual appraisal
* Work in collaboration with colleagues across the charity to ensure effective communication of plans and progress
* To actively contribute towards overall organisational strategy to embed a fundraising culture across the charity
* Ensure that all fundraising processes are compliant with GDPR and Fundraising Regulator requirements, and consistently refresh your knowledge in relation to this

 **Other duties**

* Play an active role as a manager in role modelling the behaviours and values of the charity
* Attend the managers meetings, contributing towards the shared goal of achieving organisational excellence
* Contribute to organisational business planning for both the implementation of the current business plan and the devising of the new one
* Be proactive in identifying opportunities for learning and professional development to ensure continuous improvement

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

* Ability to think strategically and commercially coupled with an understanding of the fundraising landscape and the motivations behind donor support and effective partnership working
* Strong interpersonal and relationship management skills
* Excellent written and verbal communication skills with an ability to write and deliver high-quality, compelling presentations, pitches and proposals
* Proactive and highly organised with the ability to successfully manage projects, pipelines and budgets
* A great team worker with the ability to work collaboratively and flexibly
* A professional approach and the ability to be persistent, tactful, diplomatic and to maintain confidentiality
* Up-to-date knowledge of fundraising trends and practice
* IT skills including e.g. Outlook, Word, Excel and database software

Desirable

* Line management experience
* Ability to design and create compelling slide decks
* Experience of Salesforce or similar CRM
* Experience of working in a similar environment
* Background knowledge of the music industry and music education sector
* An interest in music, young people, and/or social justice issues affecting young people

This role will sit within the Engagement team and report to the Engagement Director.

Please note there may be occasional evening and weekend work, a recovery time policy is in place.

How To Apply

To apply please [visit our website](https://youthmusic.org.uk/work-for-us?gclid=Cj0KCQiAtvSdBhD0ARIsAPf8oNkoAVZRQNcafM2GZN-rBlpGx8Zl2zgY7ZjyYid9UQ7VUHBdp0Jziv8aAhNPEALw_wcB) you’ll need to complete the following, sending them to: jobs@youthmusic.org.uk with the subject line **‘Partnership Manager’.**

* Application Form
* Applicant Details Form
* Equal [Opportunities](https://survey.alchemer.eu/s3/90317662/e341f3f3ef88) Form (please click here this is an online anonymous form to complete)

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

Deadline for applications: **9am, 11 September 2023**

We operate a two-stage interview process, and send interview questions in advance to shortlisted applicants.

1. Stage One: Suitable candidates will be offered an online interview via Teams on **Tuesday 26 September**.
2. Stage Two: Suitable candidates will then be invited to an in-person interview where they will be required to deliver a short task. This will be held on **Friday 29 September** at Youth Music’s offices.

If you have any questions about the application process or the role, please contact constance.dingri@youthmusic.org.uk

Please see our [privacy policy](https://youthmusic.org.uk/privacy-notice) to find out more about how we handle your data. You can also find further information within the application form.

**Contact Us**

Phone: +44 (0) 207 902 1060
Email: jobs@youthmusic.org.uk
Website: [www.youthmusic.org.uk](http://www.youthmusic.org.uk/)



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