



## Grants and Learning Intern

**30-37.5 hours per week, £9.75 per hour (London Living Wage)**

**Six month position from November 2017 - April 2018**

### About Youth Music

We're a national charity investing in music-making projects for children and young people experiencing challenging circumstances.

We believe everyone should have the chance to make music.

Our projects help young people develop musically, of course, but they have personal and social outcomes too.

We know that those facing difficulties - economic problems, lifelong conditions, tough circumstances or behavioural issues - are often the ones who get the most out of music-making.

Youth Music offers meaningful chances to young people in complicated situations.

You can help us make a genuine difference to many more young lives.

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

### About the role

Youth Music's Grants and Learning Team manages all the work related to our grants programme, which funds around 350 music-making projects nationwide each year. This includes awarding grants, providing advice to prospective applicants, analysing reports from projects, and sharing the impact of their work.

It's a varied role, with tasks including research, curating website and newsletter content, talking to grant applicants on the phone, using social media to provide updates and providing admin support to the team. The Grants and Learning Intern will get the opportunity to work across the team undertaking a variety of duties

This internship is designed to help someone who would like to work in the arts or charity sector, offering a fixed-term opportunity to gain experience and skills in a paid role. We'll give you on-the-job training, offer external development opportunities where appropriate, and provide you with support towards finding your next role after Youth Music. You don't have to have lots of experience to apply, but we are looking for enthusiasm and a desire to learn.

## What you will learn

- How a grants and learning department works in a national charity
- IT skills including how to use our grants database and evaluation software
- How to support a major research project, including designing questionnaires and surveying young people about their experiences of music
- How to post content on websites and create newsletters
- And much more – you'll be working closely with our Learning and Evaluation Manager and colleagues across the organisation.

## What we require

- You'll be confident in meeting and talking to new people
- You'll be keen to learn and absorb new skills
- You'll be methodical and well-organised
- You'll be able to work accurately and meet deadlines
- You'll be a fan of music – of any genre!

### **Role title: Grants and Learning Intern**

**Salary:** £9.75 per hour (six months: November 2017 – April 2018)

**Hours:** 30-37.5 hours per week

**Annual leave:** 25 days per year (pro rata)

**Location:** London SE1 3LE

## How to apply

Write a cover letter explaining how you meet the requirements above, describing why the role is of interest to you, and giving examples of any relevant experience and skills. Send the letter, along with a CV including two referees, to [interns@youthmusic.org.uk](mailto:interns@youthmusic.org.uk), with **Grants and Learning Intern** as the subject line.

After we've reviewed the applications we will undertake some short and informal telephone interviews with prospective candidates.

First round interviews will take place at Youth Music's office in London. If you are invited to interview and are travelling from outside London, we will cover travel expenses.

**Deadline for applications:** Monday 25 September 2017, 10am

**Telephone Interviews:** Friday 29 September or Monday 2 October

**First round interviews:** Friday 6 October

**Second round interviews (tbc):** Tuesday 10 October

*If you haven't heard from us by two weeks of the deadline, your application has not been successful on this occasion.*