



# National Foundation for Youth Music

## About Youth Music

### Supporting life-changing music-making

We're Youth Music. We're a national charity investing in music-making projects for children and young people facing 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.

For further information about our charity please visit: [www.youthmusic.org.uk](http://www.youthmusic.org.uk) and for information about our grants programme please visit: <http://network.youthmusic.org.uk>

### Overall purpose of Grants & Learning Officer role

To support Youth Music's vision and mission through effective grants management, evaluation and learning activities.

### Key areas of responsibility

- **Grant-making** – managing a portfolio of grants ensuring efficient and effective grant administration alongside building strong relationships with current grantees and prospective organisations new to Youth Music's funding programme.
- **Evaluation and learning** – contributing to Youth Music's evaluation and learning activities, analysing data to develop evidence of reach and impact. Producing content or resources for a range of internal and external audiences.

## **Summary of Terms and Conditions**

**Position:** Fixed term to 31 March 2019  
**Salary:** Up to £30,140 full-time depending on experience  
**Hours:** 37.5 hours per week

### **Benefits**

Holidays: 25 days per year plus public holidays and additional days over the Christmas period when the office closes  
Pension: 8% non-contributory employer contribution  
Death in service benefit: x4 times salary  
Critical illness: x2 times salary  
Flexible working environment

## **Diversity and Equal Opportunities**

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

We are committed to ensuring that no individual or group will receive less favourable treatment or is discriminated against on grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

# Job Description

## Main duties

### 1. Grant-making

- Relationship management for a portfolio of grants within allocated geographical regions (currently north east and north west).
- Maintaining an up-to-date knowledge of the music landscape and issues affecting your allocated geographical regions.
- Providing telephone and email advice to potential applicants.
- Undertaking monitoring visits to funded projects and attending events.
- Supporting the running and facilitation of grantholder events .
- Assessing grant applications.
- Making recommendations to the assessment panel for applications from your regions.
- Efficient and effective turnaround of grants administration.
- Providing written feedback to unsuccessful applicants.
- Contributing to the improvement of Youth Music's funding processes and procedures.
- Updating guidance and other materials, including online forms.
- Providing support to others in wider Youth Music team.

### 2. Evaluation and learning

- Building and maintaining expertise around at least one of Youth Music's [priority areas](#).
- Inputting and coding incoming evaluation data using 'Nvivo' software (training provided).
- Analysing evaluation data to report on impact and producing related content.
- Supporting grantholders to improve their evaluation and reporting.
- Contributing to the design of funding programme.
- Producing resources and content for the [Youth Music Network](#) (our online community for prospective and current grantholders and the music education sector).
- Working with colleagues on the effective dissemination of knowledge and learning.

### 3. General

- Carrying out all such additional duties as are reasonably commensurate with the role.
- This post will require travel across England, occasionally involving overnight stays.
- Promote and embody Youth Music values: Creativity, Intelligence, Excellence, Equality, Change.

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**

- Interpersonal skills and the ability to work as part of a team.
- Ability to communicate effectively with a range of audiences, verbally and in writing.
- Ability to effectively build and manage relationships.
- Understanding of the social issues facing children and young people today.
- Familiarity with funders, charities and not-for-profits.
- Organisational skills, with the ability to prioritise and work to deadlines.
- Ability to think creatively to solve problems .
- Attention to detail.
- Analytical skills (you will be required to read and respond to applications and reports).
- Proficient IT skills, including Microsoft Office and database software.
- Passion for music and interest in its benefits for individuals and society.

### **Desirable**

- Experience of working or volunteering in music education, grants management, youth work, education or not-for-profit setting.
- Knowledge of grant making processes (application, assessment, funding agreements and monitoring).
- Experience of analysing information for evaluation and/or assessment purposes and producing associated reports.
- Understanding of the outcomes approach in project planning and evaluation.
- Experience of project management, including financial planning and management.
- Understanding of the music education landscape and related government policy.
- Understanding of organisational best practice (financial health, governance, equality and diversity).

## How to apply

Please download the following forms from our website [www.youthmusic.org.uk/work-us](http://www.youthmusic.org.uk/work-us)

- Applicant Details form
- Application form
- Equal Opportunities monitoring form

Please email all completed forms before the specified deadlines below to [jobs@youthmusic.org.uk](mailto:jobs@youthmusic.org.uk) with the subject line *G&L Officer application*.

**Application Deadline:** 10am on Monday 26 February 2018

**Interview Dates:** 1st interviews – Tuesday 6 March 2018  
2nd interviews – Friday 9 March 2018

There will also be a short task to complete as part of the interview process, more information will be provided if you are invited to interview.

If you require any adjustment to be made to the application or interview procedures for this post due to a disability, please let us know in the applicant details form and/or contact us by email or telephone to have a chat.

## Our approach

As part of our commitment to a fair and open recruitment process Youth Music anonymises all applications we receive before shortlisting candidates for interview.

## 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 will go through your application in detail looking for specific evidence that you possess the knowledge, skills and experience required for the job. Unless you have covered all the essential criteria, and provided specific evidence, supported by relevant examples, you are unlikely to be shortlisted for interview.

## Shortlisting process

Once a vacancy has closed, the applicant details form is removed prior to all completed application forms being sent to the shortlisting panel. Shortlisting of applications is always carried out by at least two people.

Your equal opportunities form is only seen by HR, for administration or monitoring purposes. It will not be taken into account for any selection decisions and will not be shared.

Candidates will be informed of the outcome of their interview as soon as possible, however, this can sometimes be a few days after the interviews.

### **Offer of employment**

Any offer of employment will be made subject to:

- Satisfactory references
- Enhanced 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 all of your data in line with the General Data Protection Regulations 2018.