



National Foundation for Youth Music

Fundraising 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

About the role

The Fundraising Intern will have a hands-on role in helping Youth Music to raise money to support our work. You will gain an insight into the various fundraising elements we use – trusts & foundations, corporates, community, individuals and major givers – shadowing and working alongside experienced fundraisers. You will play an instrumental part in delivering two key aspects of our fundraising:

1. **Give a Gig** is Youth Music's flagship fundraising initiative. We're asking the public to help transform the lives of children and young people by putting on a live music event: any size, any genre, anywhere. From 16-25 March 2018 we'll be holding our second ever Give a Gig Week.

The Fundraising Intern will have a key role in ensuring that Give a Gig Week 2018 is a big success. You'll provide support to the Give a Gig Fundraising Officer, working with colleagues from across the organisation. It's a varied role, with tasks including researching venues and musicians to contact, sending out promotional material, and providing a point of contact for Give a Gig enquiries.

2. **Digital fundraising** – Youth Music has built a strong digital and social media presence over the last couple of years, which enables us to share the work we do and highlight the stories of the incredible young people we support, via our website, Twitter, Facebook and Instagram. We already fundraise digitally through platforms like JustGiving and MyDonate, but we want to investigate other ways that we can do so (e.g. via crowdfunding and/or viral campaigns.) We would like the Fundraising Intern to research potential opportunities for Youth Music and make recommendations that we can implement.

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 in all aspects of fundraising, 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 the various elements of fundraising work in a national charity
- How to research and approach music venues, promoters and managers
- How to plan events to ensure they generate maximum impact
- New approaches to fundraising including digital methods
- How to use a fundraising database
- And much more – you'll be working closely with our Fundraising Manager and colleagues across the organisation.

What we require

- You'll have excellent research skills and careful attention to detail
- You'll be fearless and friendly in following up with potential contacts
- 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 live music – of any genre!

Role title: Fundraising 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, with **Fundraising 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: Tuesday 26 September, 10am

Telephone interviews: Monday 2 or Tuesday 3 October

First round interviews: Thursday 5 October

Second round interviews (tbc): Wednesday 11 October

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