



National Foundation for Youth Music

About Youth Music

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.

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.

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

Overall purpose of 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 grant holders and prospective organisations new to the Youth Music Programme.
- **Evaluation and learning** – contribute to Youth Music's evaluation and learning activities, analysing data to develop evidence of reach and impact. Producing reports or resources for a range of internal and external audiences.

Job Title: Grants and Learning Officer

Salary: £28,410 (fixed term position for 2 years)

Hours: 37.5 per week

Annual leave: 25 days per year

Pension: 8% non-contributory employer contribution

Location: London SE1 3LE

Job Description

Main duties

1. Grant-making

- Relationship management for a portfolio of grants
- Assessing grant applications
- Efficient and effective turnaround of grant reports authorising payments and change requests as appropriate
- Advising and responding to queries and requests from the external grant assessment team
- Making recommendations to the assessment panel for applications from your regions
- Maintaining an up-to-date knowledge of the musical landscape and issues affecting your allocated geographical regions
- Providing telephone and email advice to potential applicants
- Providing written feedback to unsuccessful applicants
- Updating guidance and other materials, including online forms
- Undertaking monitoring visits to funded projects and attending events
- Providing support to others in wider Youth Music team
- Contributing to the improvement of Youth Music's funding processes and procedures

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
- Analysing evaluation data to report on impact and producing reports for a range of audiences
- Contributing to the design of funding programme
- Producing resources and blogs for the Youth Music Network
- Working with colleagues on the effective dissemination of knowledge and learning

3. Other duties

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

Person Specification

Essential Skills

- Organisational skills, with the ability to prioritise and work to deadlines
- Interpersonal skills and the ability to work as part of a team
- Language and literacy skills, with the proven ability to communicate effectively with a range of audiences
- Numeracy skills
- Attention to detail
- Analytical skills (qualitative and quantitative)
- Proficient IT skills, including Microsoft Office and database software
- Ability to think creatively to solve problems

Essential Experience

- Experience of working in a grants management or a music education setting
- Experience of analysing information for evaluation and/or assessment purposes and producing associated reports
- Relationship management with a range of stakeholders
- Project management, including financial planning and management

Essential Knowledge

- The outcomes approach in project planning and evaluation
- Grant making processes (application, assessment, funding agreements and monitoring)
- Knowledge of different music education practices
- Government policy in relation to music education
- The impact of musical based interventions on child development and progression
- Political landscape for charities and third sector organisations
- Other funders' operations and issues
- Issues facing children and young people in challenging circumstances

How to apply

Send your CV and supporting statement to jobs@youthmusic.org.uk taking care to clearly outline why the post is of interest to you and how your skills and experience match the job description and indicate where you saw it advertised.

Deadline for applications: 9am, Monday 25 April

2 stage interview process: 1st interview – Friday 29 April / 2nd Interview - Tuesday 3 May.

Please note: This is a re-advertisement. If you recently applied for the role there is no need to resubmit - your application will be considered as part of the process.

If you have not heard from us by Wednesday 27 April your application has not been successful on this occasion.