



YOUTH **MUSIC**

**Grants & Learning
Officer
Application
Pack 2021**

What we do

Youth Music is a national charity supporting young people's lives in music. Equality, diversity and inclusion drive our vision and mission. We want to equalise access to music: we focus on those who would otherwise miss out because of who they are, where they live, or what they're going through.

We work with children and young people aged 0-25, using the power of music to support musical, personal and social development. As a funder, we invest in around 300 projects each year, reaching more than 80,000 young people and over 4,000 people in the workforce.

We campaign alongside young people to drive change in the music industries and education, making it more equitable, inclusive and diverse.

Youth Music is funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery and support from donors, partners and fundraising events. Find out more about our work on the [Youth Music Website](#) and read more about our funding programmes on the [Youth Music Network](#).

Youth Music's approach to recruitment

As part of our commitment to a fair and open recruitment process Youth Music anonymises all applications we receive before shortlisting candidates for interview. As part of the application process candidates are invited to anonymously complete an equal opportunities form, which is used for monitoring purposes only by the HR department, it does not inform selection decisions.

Once a vacancy has closed, the applicant details forms are separated out by the HR team, only the completed application forms are shared with the shortlisting panel. Shortlisting of applications is always carried out by at least two people.

COVID-19

All Youth Music staff have been working from home since March 2020. We will begin a phased return to our office in 2021 when safe to do so, keeping a close eye on COVID-19 prevalence rates and taking an individual approach with each member of staff dependent on their needs. We have a comprehensive health and safety plan in place.

Diversity and equal opportunities

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

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 with Disabled and neurodivergent people, people from Black, Asian and minority ethnic backgrounds, and people from the LGBTQ community.

If you are disabled and your application meets the minimum criteria for the post, we will offer you a guaranteed interview.

Our office is not fully accessible for wheelchair users at present - we are working with our landlord to address this issue. We apologise and will make alternative arrangements if you are unable to access our office. For any access requirements please contact Leigh Halifax on 020 7902 1060 or email leigh.halifax@youthmusic.org.uk.

Salary and benefits

Salary: £30k (pro-rata equivalent for part time)

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

Contract: Permanent, Full time (37.5 hours per week) or three days per week (22.5 hours per week)

Location: Bermondsey SE1, London. Staff are currently working from home and will be expected to work in the office for at least two days per week once we return

Holidays: 25 days plus public holidays (pro-rated for part time) and additional days over the Christmas period when the office closes

Additional benefits: Cycle to work scheme, Critical Illness Cover, flexible working, Income protection which includes the help@hand app, offering easy access to four key support services: Remote GP, Second Opinion, Mental Health Support and Physiotherapy, Staff Values committee, and continued learning and development.

Key areas of responsibility

Grant-making – managing a portfolio of grants ensuring efficient and effective grant administration. Building strong relationships with current grantholders and grant applicants.

Evaluation and learning – gaining specialist knowledge and producing outputs to help us and others to learn and develop.

About the role

Working within our Grants and Learning Team you'll play a key role in shaping and influencing how music education is delivered to children and young people, ensuring that it is inclusive, accessible, high quality and relevant.

It will involve managing a variety of relationships with Youth Music grantholders across a set of assigned areas, helping to shape our strategy locally and nationally, and contributing to the design of our funding programmes and evaluation activities.

Day-to-day the role will include supporting applicants and grantholders, making funding recommendations, analysing reports and providing feedback and support. As well as managing your assigned portfolio you'll be liaising with a wide range of other stakeholders relevant to your areas of work.

About you

We're seeking a highly motivated individual with grassroots experience to join the UK's largest young people's music charity and manage a diverse grants portfolio. Youth Music's grants programme supports children and young people who face barriers because of who they are, where they live or what they're going through. We're keen to receive applications from people with lived experience of these issues.

We'd love to hear from people who have experience working in organisations like the ones we fund. Whether that's as a project manager, administrator or music leader within a charity, arts or youth organisation. Ideally someone who knows how the funding system works, but through the eyes of a grant applicant or recipient.

As a confident communicator you'll be equally comfortable talking to young people on project visits as you are providing people with funding advice, guidance and support. You have an eye for detail and aren't fazed by monitoring, reporting, spreadsheets and databases.

You'll be passionate about listening to and understanding young people's views and advocating for change. You'll be excited by the opportunity to build up your knowledge of how organisations are run and to learn more about business strategy, financial planning and governance.

You're a collaborative worker who enjoys both working and contributing ideas in the team as well travelling on your own to build new relationships with a diverse range of

external partners. As a grants manager you'll have an instinct for what's important – when to give advice, and when to step back.

You will have a broad understanding of some or all of these key areas; children and young people and their engagement with music, equality diversity and inclusion, learning and participation, and charities and not-for-profits.

Job Description

Main duties

1. Grant-making

- Relationship management for a portfolio of grants within allocated areas.
- Maintaining an up-to-date knowledge of the music landscape and issues affecting your allocated areas.
- 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.
- 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 the wider Youth Music team.

2. Evaluation and learning

- Building specialist knowledge about areas of Youth Music's work and producing relevant outputs to help us and others to learn and develop.
- Analysing evaluation data to report on impact and producing related content.
- Supporting grantholders to improve their evaluation planning and reporting.
- Contributing to the design of funding programmes.
- Producing resources and content for the [Youth Music Network](#) (our online community for people working in inclusive music education).
- 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 the UK, occasionally involving overnight stays.
- 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

- Experience of working or volunteering in music education, grants management, youth work or advocacy, education or not-for-profit settings.
- Familiarity with the funding process.
- 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 build and manage relationships.
- Organisational and administrative skills, with the ability to prioritise and work to deadlines.
- Confident in decision-making and ability to work autonomously.
- 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 understanding of the social issues facing children and young people today.
- Commitment to equality, diversity and inclusion, with good awareness of accessibility and understanding of inclusive best practice.

Desirable

- 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).
- Understanding of the principles of safeguarding, and youth voice and participation.

How to apply

Application packs are available to download from our website www.youthmusic.org.uk containing:

- Applicant details form
- Application form
- Equal Opportunities monitoring survey

Completed forms will need to be submitted by the deadline below to jobs@youthmusic.org.uk with the subject line **Grants & Learning Officer Application**.

Interviews will take place online: details of the interview will be sent to candidates via email.

- Deadline for applications: Midnight on Friday 2 April 2021
- Stage 1 Interviews: 15th and 16th April 2021
- Stage 2 Interviews: 21st April 2021

Accessibility

Youth Music is committed to ensuring that every step of the application and interview stages can be made accessible for everybody interested in the role. If you require any adjustment to be made to the application or interview procedures for this post, please let us know in the applicant details form and/or contact us by email leigh.halifax@youthmusic.org.uk to have a chat.

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