

# RECRUITMENT OF Trust & Foundations Manager

## **INFORMATION FOR CANDIDATES**

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# What is Liverpool Philharmonic?

## **Liverpool Philharmonic enhances and transforms lives through music.**

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive programme of participative work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

Liverpool Philharmonic reaches more people than any music organisation outside London

Over 350,000 people attend Liverpool Philharmonic concerts each year.

73,000 young people participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony programme.

Around 900,000 people in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.

Over 12,000 people have benefitted from our music and mental health programme over the last 13 years.

## **Liverpool Philharmonic is rooted in our city**

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city, employing over 240 people. As well as our work in Liverpool our Orchestra represent the city with performances and broadcasts across the UK and around the world.

Through music, we contribute to improving education, skills, health and wellbeing across Liverpool City Region. We run 6,000 workshops and events every year in local communities. Royal Liverpool Philharmonic Orchestra Schools' Concerts welcome 18,000 children and teachers from 250 schools to Liverpool Philharmonic Hall every year. In Harmony Liverpool uses orchestral music education to increase the life chances of 1,500 children every week in Anfield and Everton. Liverpool Philharmonic Youth Company provides training for 500 talented instrumentalists, singers, composers and songwriters through orchestras, ensembles, choirs, projects, courses and events. We train the future workforce through our Emerging Professionals Programme and partnerships with universities. We work long term with NHS Trusts to support the recovery and wellbeing of people of all ages experiencing mental ill health.

## **Liverpool Philharmonic is committed to diversity and inclusion**

We work hard to reach right across our community through our learning work, and concert programme.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is as diverse as possible.

# What is the role?

<b>Title:</b>	<b>Trust &amp; Foundations Manager</b>
<b>Department:</b>	Development
<b>Responsible to:</b>	Head of Development
<b>Contract:</b>	Part-time, flexible hours (25 hours per week) £21,424 (£30k pro-rata)
<b>Place of work:</b>	Option to work from home, with regular meetings at Liverpool Philharmonic Hall

## **Principal Role:**

We are looking to appoint a talented Trust and Foundations Manager to join our Fundraising Team.

Liverpool Philharmonic enhances and transforms lives through music. As part of our team of fundraisers, you will raise money for life-changing projects such as [In Harmony Liverpool](#) and our [Music and Mental Health programme](#).

We are looking for someone who loves to write copy that inspires and persuades.

## **Key Responsibilities**

As Trust & Foundations Manager you will have the following responsibilities:

- Conduct prospect research, identifying new funding opportunities from trusts and foundations
- Work closely with colleagues in all areas to identify funding needs and match them with grant makers
- Write bids to trusts and foundations that secure income
- Create engaging reports for funders, sharing updates and achievements
- Build robust relationships with trustees, inviting them to see projects and performances
- Keep accurate records on our database, Spektrix
- Write dynamic fundraising campaign materials targeting individual donors, to inspire donations from our membership and audience base
- Regularly update communication templates for a variety of stakeholders
- Proof-read documents
- Keep our fundraising web pages relevant, engaging and up to date

- Support the Head of Development in drafting corporate proposals and pitches

## **Person Specification**

### Experience and Skills

- A track record in writing great copy, which is articulate, fluent and persuasive
- Although experience in producing successful trusts and foundations applications is preferred, we are open to applications from those who have experience in corporate copywriting
- An enquiring mind and facility conducting online research around prospective funders
- Experience of devising and maintaining budgets
- Ability to gather and present information, compile reports, make recommendations, set realistic timetables, monitor progress, resolve difficulties and ensure plans are fully and successfully implemented
- Excellent interpersonal and communication skills
- Able to manage external contacts
- A well-organised administrator and project manager, coordinating your own work programme
- An enthusiasm for and interest in music.

## **Key Information**

### ❖ **Annual Salary**

£21,424 (£30k pro-rata)

### ❖ **Employment type**

Part-time, flexible hours

### ❖ **Hours**

The standard contracted hours for this post are 25 hours per a week. You may be required to work over and above these hours but you will receive time off in lieu for this.

### ❖ **Annual Leave**

26 days plus bank holidays

❖ **Pension**

Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.

❖ **Notice period**

1 month

❖ **Place of Work**

Option to work from home, with regular meetings at Liverpool Philharmonic Hall

## What benefits are offered?

❖ **Health Cash Plan**

Following two years' service you will have access to a health cash plan with an award winning supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

❖ **Training and Development**

We offer a dedicated training and development fund to support the growth and progression of our employees.

❖ **Cycle to Work**

Access to a Cycle to Work Scheme enabling you to save 25-39% of the cost of a new bike and spreading the cost over a 12-month period.

❖ **Rail and bus services**

Access to the Merseytravel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months and discounted monthly travel on Arriva bus services.

❖ **Length of service awards**

Employees are provided with additional time off and cash incentives at various long service milestones.

❖ **Complimentary staff tickets**

Complimentary staff tickets are available and employees are encouraged to attend events.

## How to apply

Please click [here](#) to submit your application.

You will be required to input your personal details and then asked to attach documents.

**Please submit the following documents:**

- 1) a CV which doesn't include any personal details such as your name, date of birth, gender, address or phone number.
- 2) A maximum of 500 words detailing how you meet the requirements of the job.

To finalise your application you are also required to complete our Equal Opportunities Monitoring Survey. Please click [here](#) to complete this.

If you require any support with this process, please contact [recruitment@liverpoolphil.com](mailto:recruitment@liverpoolphil.com)

Applications are due by **12noon on 22 September 2021**. No applications will be accepted after this time.

All applicants must have the right to work in the UK.

### **Interviews**

Short-listed candidates will be invited to attend an interview **w/c 27 September 2021** at Liverpool Philharmonic Hall.

There will be a short writing task to complete 48 hours prior to interview.

### ***Equal Opportunities Statement***

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from

all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.