



Partnership and Events Officer

Candidate Information
March 2023

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 participatory 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 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.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1500 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme. We work in partnership with the Mersey Care NHS Foundation Trust delivering programmes which support people in the Liverpool city region living with a range of mental health needs.

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 a diverse as possible.

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.

What is the role?

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- **Title:** Partnership and Events Officer
- **Department:** Audiences and Development
- **Location:** The normal place of work is Liverpool Philharmonic Hall with flexibility for some remote working. Working flexibly across evenings and weekends is essential.
- **Responsible to:** Head of Fundraising
- **Contract:** Full time, permanent

Principal Role

The Partnership and Events Officer is part of Liverpool Philharmonic's fundraising team, providing excellent customer service to our supporters and raising income from local businesses and funders.

We're looking for someone who is energetic and well-organised with a passion for excellent customer service. You'll enjoy organising and delivering exceptional events for our business clients, building relationships, and hosting guests at concerts.

You will work closely with our Trusts and Foundations Manager to assist in the creation of fundraising applications and reports that are persuasive and engaging. You'll have a keen eye for detail, managing ticket bookings, maintaining accurate financial records, and updating our database.

Key Responsibilities

- Respond to requests from Businesses, Trusts and Foundations including branding commitments, ticket bookings, and car parking requests, always providing exceptional customer service.
- Planning and delivering events which strengthen relationships with key supporters.
- Act as key contact for funders renewing contracts, producing proposals, applications, reports, and correspondence. Create and manage internal tracking documents, timelines, and processes. Ensure deadlines are met and grant makers receive timely and relevant reports.
- Research prospective new funders.
- Secure new and retain existing in-kind sponsorship agreements, meet with prospective sponsors, and actively research potential partners.
- Manage the database of Corporates, Trusts and Foundations, tracking and reporting on income, activities, and pipelines.
- Attend networking events, meeting corporate prospects, pitching membership and advertising sales, building 'warm leads' with strategies to cultivate these relationships.
- Manage the sales and collation of advert artwork.
- Produce regular communications to advocate and secure ongoing support.

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Experience

Criteria	Essential	Desirable
Experience working in a customer service or relationship-building role	**	
Experience of working with a database system		**
Experience of basic financial processes	**	
Experience organising and delivering events		**
Experience working in fundraising		**
Experience working in the cultural sector or interest in music		**
Experience of prospect or other research		**
Experience of corporate fundraising		**

Knowledge, skills and abilities

Criteria	Essential	Desirable
Excellent verbal and written communication skills	**	
Good analytical skills with strong attention to detail	**	
Competent in the use of MS Office, including Word, Excel and Outlook	**	
Flexible approach to work, with the ability to work evenings and weekends where required.	**	
Experience of writing fundraising proposals and reports		**

Key Information

- **Salary:** £21,216
- **Employment type:** Full-time (35 hours per week) / permanent position
- **Hours of work:** The contracted hours for this post are 35 hours per week. Normal office hours are Monday – Friday, 9.30am to 5.30pm but working flexibly across evenings and weekends is essential. There is the option to work from home up to 2 days a week, depending on the business needs.
- **Holidays:** The annual leave entitlement is 26 days (pro rata), excluding public holidays. These will be taken at times agreed with the Head of Fundraising.
- **Pension:** Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.
- **Period of Notice:** The notice period for the termination of the contract of employment will be 1 calendar month.

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.

Rail and bus services

Access to the Mersey travel 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

You are required to complete our Equal Opportunities Monitoring Survey. Please [click here](#) to complete this.

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 information together in **one** document:

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

If you require any support with this process, please contact recruitment@liverpoolphil.com

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

Interviews

Short-listed candidates will be invited to attend an interview within two weeks of application.

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.



LIVERPOOL PHILHARMONIC

Royal Liverpool Philharmonic
Liverpool Philharmonic Hall
Hope Street
Liverpool L1 9BP

Box Office: 0151 709 3789

The work of Liverpool Philharmonic is supported by:



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