

IMPACT AND DELIVERY MANAGER (GRANTS)

APPLICATION PACK

Job title: Impact and Delivery Manager (Grants)

Reports to: Director of Impact and Delivery

Hours: 37.5 hours per week (1.0 FTE), flexible with core hours agreed on appointment

Remuneration: £28,000 - 30,000 p.a. dependent on experience

Location: Home working with some travel required

Cathedral Music Trust is looking for an experienced Grants Manager to work as part of our Impact and Delivery team.

ABOUT CATHEDRAL MUSIC TRUST

Cathedral Music Trust (www.cathedralmusictrust.org.uk) is a national charity which campaigns on behalf of cathedral music, supports choirs in need and encourages the pursuit of excellence in choral and organ music. We seek innovative and sector-leading ways to support high-quality musicianship in cathedrals and churches, through grant funding programmes, training, advocacy and research.

Harry Christophers CBE, founder and conductor of The Sixteen is our President. Actor, comedian and presenter Alexander Armstrong and organist, conductor and broadcaster Anna Lapwood are our Ambassadors, helping to promote our work and raise the profile of sacred choral and organ music.

OVERVIEW OF THE ROLE

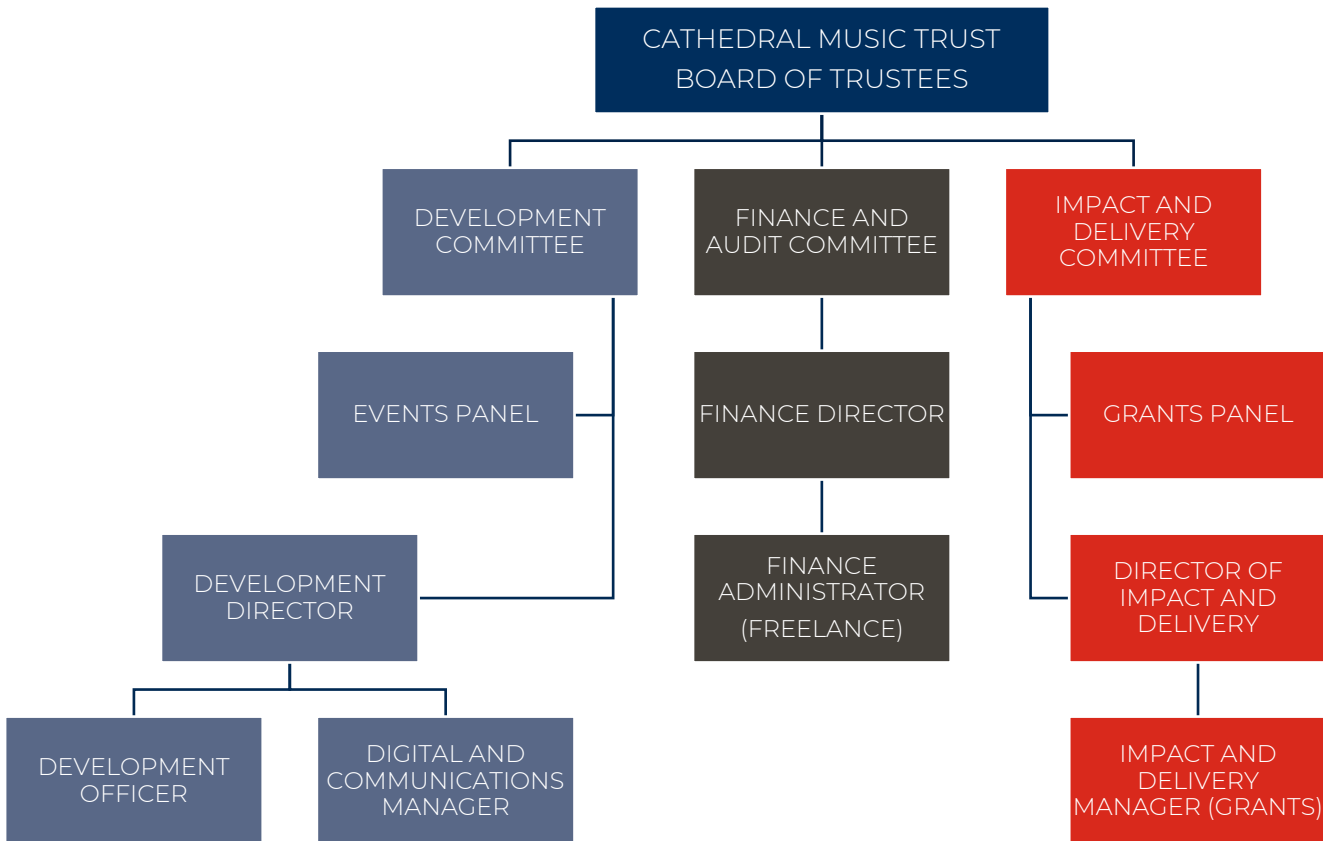
Grant-making to support the music of cathedrals and other choral foundations is a central part of the activities of Cathedral Music Trust. In recent years it has dispersed over £450,000 per annum. Our long-established grant programme now forms part of a more wide-reaching Impact and Delivery department, which aims to support cathedral music through partnership working with key stakeholders across the sector.

The Impact and Delivery Manager (Grants) will primarily be responsible for managing the Trust's grants programmes, working closely with the Grants Panel and its chair, and will have a supporting role on other initiatives. The Grants Panel, a group of experienced volunteers, has delegated responsibility for overseeing, assessing, monitoring and evaluating all grant-making activities, and for ensuring that grant-making activities are in accordance with the Trust's formal charitable objective. It reports through the Impact and Delivery (I&D) Committee to the Board.

This is an exciting opportunity to join the charity as it seeks to expand its activities and shape its grants programmes to help choral foundations meet the challenges of sustaining excellent choirs and offering opportunities to child and adult musicians from diverse backgrounds. The Trust has recently commissioned leading arts consultants to undertake research on the future for cathedral music. Our new Impact and Delivery team will lead on the Trust's response to the recommendations in the report and the Impact and Delivery Manager (Grants) will play an important role within the team's activities as it works proactively to help sustain a thriving future for the nation's heritage of cathedral music.

For this role, you will need to be thorough and highly organised, with meticulous attention to detail. You will demonstrate a diverse range of skills, for example, in interpreting a budget and analysing an application form, and working with a website content management system, a Customer Relations Management database and online form builders. You will be expected to build professional relationships with grant applicants and other stakeholders. You will be a creative problem solver, able to contribute imaginative ideas to help drive the team's activities. If you have an enthusiasm for sacred choral and organ music and believe you have the skills to be part of our dynamic team, we would like to hear from you.

The Impact and Delivery Manager (Grants) will work remotely as part of a small team, so it is essential that you are self-motivated and able to use your own initiative. Some travel will be expected to attend in-person meetings and make occasional visits to stakeholders. The Trust is committed to each team member's professional development and this role offers a great opportunity to develop a career in grants and project management.



WORKING RELATIONSHIPS AND EXPECTATIONS

Everyone associated with the Trust works from home and has always done so. Our partners are UK wide and so meetings and events are held regularly in London and elsewhere. You will work closely with the whole staff team and key volunteers, including the Chair of the Grants Panel, and will report to the Director of Impact and Delivery. Some core hours will be required but a degree of flexible working will be possible. You will have regular contact with the Board of Trustees, Committee members and other volunteers, as well as liaising with a wide range of people.

TERMS AND CONDITIONS

- Contract hours: 37.5 hours per week. Core hours of work to be agreed on appointment.
- Place of work: your own home and other locations as required. This includes but is not limited to team meetings (usually in London) and occasional evening and weekend events, although good notice will be given.
 - An ability to travel around the UK is essential. Expenses will be reimbursed for travel and overnight accommodation if this is needed.
 - On occasion, the postholder will need to work in the evenings and weekends (for example, when events and meetings are held).
- Annual leave: The annual leave period runs from January to December, and you will be entitled to 25 days per year plus bank holidays.
- Notice period: 1 month
- A work laptop will be provided
- Start date: late February or as soon as possible thereafter

HOW TO APPLY

Applications should be submitted via the position's [application form](#). Please answer the questions carefully, clearly outlining your interest in the post, how your skills and experience match the person specification and job description. Shortlisted applicants will be invited to complete online assessment tasks and invited to interview.

Incomplete applications will not be considered. Due to the volume of applications, we are unable to provide feedback to applicants who have not been invited to interview.

TIMETABLE

Application deadline: 12 noon on Monday 30 January 2023

Stage 1 interviews via Zoom in the week commencing 13 February

Stage 2 interviews in person on Tuesday 21 February (central London)

JOB DESCRIPTION

KEY RESPONSIBILITIES

- Manage all aspects of the administration of the Trust's grant programmes, in consultation with the Trust's Grants Panel
- Contribute to the creation of application, assessment and monitoring materials
- Communicate with grant applicants and recipients
- Prepare applications for assessment by the Grants Panel and take minutes of meetings of the Grants Panel
- Take minutes of meetings of the Impact and Delivery Committee
- Maintain the Trust's database in relation to grants
- Undertake post-award monitoring and evaluation, reporting findings to the Grants Panel, and contribute to reports on the impact of grant awards
- Ensure that all data held in respect to grants is secure and well managed
- Contribute to reviews of procedures and systems, and recommend improvements to ensure the team's efficiency and effectiveness and the provision of a high quality and timely service to applicants, partners and other stakeholders
- Contribute ideas for new initiatives and collaborate with colleagues to undertake other activities within the Impact and Delivery programme
- Manage own workloads and collaborate with colleagues on shared tasks and projects to ensure milestones and objectives are met
- Undertake other duties commensurate with the role

PERSON SPECIFICATION

ESSENTIAL

- Exemplary attention to detail and a commitment to clarity and accuracy in correspondence and record keeping
- Relevant experience working within arts administration, heritage or the charity sector
- A fast, independent learner, able to take initiative and follow through with ideas
- Can demonstrate an ability to analyse written and financial information (e.g., application data, budgets and financial reports)
- Experience of presenting financial and written reports to colleagues and managers
- Experience of managing and co-ordinating the delivery of projects
- Excellent IT skills (for example advanced MS Excel skills, SharePoint, Teams and online form builders)
- Excellent organisation and administrative skills

- Excellent communication skills
- Ability to multitask, work adaptably within a dynamic environment, meet deadlines and work efficiently under pressure
- Ability to deal with confidential information appropriately
- A personable approach, able to build and maintain strong working relationships with colleagues, grant recipients and other stakeholders
- A problem-solving attitude with an ability to work effectively independently and as part of a team

DESIRABLE

- Experience of applying for or making grants within a charitable trust, foundation or public-sector body
- Working knowledge of a Customer Relations Management database
- Experience of website content management systems
- Interest in, knowledge of and commitment to choral and organ music, classical music and/or music education

We are committed to ensuring equality of opportunity in recruitment and employment. We welcome applications from all suitably qualified candidates.