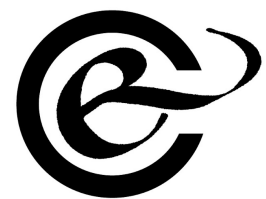




Development and Events Officer

Candidate pack



The English Concert

Welcome

Thank you for your interest in applying for the post of Development and Events Officer at The English Concert. This is a new role which will make an important contribution to the orchestra's growth and development by supporting our fundraising efforts with the Head of Development and the Chief Executive. This is an exciting and unique opportunity to join a team where you will be able to make a real difference, learn about all aspects of arts fundraising, and develop your skills.

The English Concert is recognised as one of the world's great chamber orchestras and has been at the forefront of period instrument performance for 50 years. We are now working to build a new future for the orchestra to ensure we can continue to share exceptional musical experiences. With a solid financial base, The English Concert has already surpassed its pre-pandemic scope and aspirations. Our Handel for All initiative signifies a noteworthy leap forward in both size and vision, and your involvement would be instrumental in making this aspiration a reality.

As part of a small and close-knit team, you will work with the Head of Development, Chief Executive and Trustees to assist with the implementation of our fundraising programme, which raises more than £300,000 annually.

We are looking for a talented communicator who takes initiative, demonstrates excellent organisational skills and has a passion for classical music and the performing arts that will inspire both existing and potential donors. If this sounds like you, we encourage you to apply, and would love to hear from you.

Holly Scrivener
Head of Development

Alfonso Leal del Ojo
Chief Executive

ABOUT US

We have been at the forefront of period instrument performance for 50 years, gaining worldwide recognition as one of the greatest chamber orchestras.

Led by the artistic direction of Harry Bicket and principal guest Kristian Bezuidenhout, we combine precision, delicacy, and beauty with urgency, passion, and fire, which has earned us a reputation for delivering exceptional musical experiences. Our collaboration with artistic partners such as Joyce DiDonato, Dame Sarah Connolly, Iestyn Davies, Trevor Pinnock, and others helps us to shape the way we perform and bring our music to life in new and innovative ways.

We invite you to join us in our mission to share our music-making, whether through live performances, award-winning recordings, or online. As a member of our team, you will have the opportunity to contribute to this legacy and help us to build an exciting future for the orchestra.

For further information about The English Concert visit englishconcert.co.uk

THE ROLE

Job Title	Development and Events Officer
Location	240 High Holborn, WC1V 7DN London with occasional travel according to requirements. Flexible work arrangements can be considered and are open for discussion.
Reports to	Head of Development and Chief Executive
Key relationships	Chief Executive Committee members

Purpose

The Development and Events Officer will work together with the Head of Development and Chief Executive to support our efforts to secure new income across all support streams, and to ensure prompt and effective stewardship of existing supporters. The post-holder will be responsible for the smooth operation of TEC's development processes, including accurate record keeping on our database, Salesforce, warm and authentic donor stewardship and thanking, and undertaking prospect research. There may be scope to take on a small portfolio of supporters to personally cultivate as the role develops. The Development Officer will also assist in planning and managing Development Events, and will contribute to the creation of promotional materials, including print and email communications, and the timely creation of reports for existing funders.

Responsibilities

- Ensuring accurate recording of information on our database (Salesforce), including logging donations, pledges and donor communications
- Tracking grant applications to Trusts and Foundations and running efficient follow-up and reporting schedules
- Administration of stewardship and cultivation events, including liaising with venues and suppliers and managing guest lists
- Compiling supporter crediting lists for print and digital material
- Supporting the Chief Executive and Head of Development with prompt and meaningful supporter stewardship, including tracking acknowledgements of gifts, and assisting with bespoke ticket booking requests
- Contributing to supporter communications, including newsletters and grant reports
- Undertaking initial prospect research, and assisting on prospect cultivation when required
- Coordinating Board meetings and administrative matters related to trustees.
- General administration to support the Head of Development and Chief Executive
- Any other duties as may be reasonably required

This list is not an exhaustive list of tasks the Development and Administrative Assistant may be required to carry out.

Person Specification

In addition to an interest and commitment to the overall aims of The English Concert, we are looking for someone with the following experience and aptitude:

Essential

- Excellent administration, computer and MS Office skills, including a sound understanding of MS Excel
- Excellent organisational skills with a strong attention to detail
- Strong verbal and written communication, and an ability to liaise confidently with a variety of key stakeholders
- Ability to prioritise and balance a diverse workload
- Ability to work independently and as part of a team
- Ability to retain utmost discretion when working with donors and prospects
- Ability to work flexibly on evenings and weekends as required

Desirable

- Previous experience working with a database or CRM system, particularly Salesforce
- A knowledge of and passion for music
- Previous administrative experience, preferably within the arts or charitable fundraising

Terms

Salary

£24,000-£27,000 (FTE) depending on experience.

This is a part-time position and salary will be awarded pro-rata accordingly

Working hours

This is a part-time role, at 0.6 FTE. Core hours are 9.30am to 5.30pm. While The English Concert is situated at 240 High Holborn, London WC1V 7DN, flexible work arrangements can be considered and are open for discussion.

Occasional evening and weekend work will be required to attend concerts and events, and time off in lieu will be agreed regularly as appropriate with the Chief Executive.

Annual leave entitlement

Statutory Annual leave. 25 days a year and additionally, public holidays (FTE equivalent, pro-rata). The nature of the job may necessitate working on weekends and public holidays. If such circumstances arise. Time off in lieu is granted in line with TEC's TOIL policy.

Pension

Statutory pension contributions. Employer 3%, Employee 5%.

How To Apply

Applications should include:

- A curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications
- A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification
- Details of your notice period, names and contact details of 2 referees, together with a brief statement of the capacity in which they know you and an indication of when in the process they can be contacted. We will not contact your referees without your permission.
- Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

Selection Process

Activity	Date
Advertise	Wednesday 19 June 2024
Closing date	Monday 15 July 2024
Shortlist and interviews	Friday 19 July 2024

Closing date for applications is 15th July 2024

Applicants who most closely fit our criteria will be short-listed and invited for interview on **19 July 2024**

Fill application online on englishconcert.co.uk/about-us/vacancies/