

A photograph of the Scottish Ensemble performing in a concert hall. The musicians are dressed in dark clothing, and the stage is lit with blue and purple lights. A woman in a silver jumpsuit stands in the center of the ensemble. The background shows the architectural details of the hall, including columns and arches.

scottish
ensemble

Recruitment Pack

Trusts &

Foundations Officer :

full-time permanent position

Introduction

Scottish Ensemble is currently seeking two passionate and meticulous individuals to form part of our external relations team – a Trusts & Foundations Officer, and a Marketing Officer (please see here for a full [job description](#) for the latter).

These new positions give prospective candidates the opportunity to work full-time in a busy, creative and boundary-pushing arts organisation. Scottish Ensemble looks to lead the sector in terms of innovation in classical music presentation and production, and to develop new ways for classical music to connect with and inspire diverse audiences. In addition to acclaimed cross-artform projects, breathtaking performances and innovative digital output, we develop projects which specifically look to enhance well-being and improve mental health for a range of vulnerable individuals and communities, including those dealing with pain, the New Scots community, and young people at particularly pressured periods of their school careers.

Our Trusts & Foundations Officer will work collaboratively with the rest of Scottish Ensemble's administrative team - from our base in the creative hub of Glasgow's Centre for Contemporary Arts - to develop compelling projects plans and robust impact evaluation which will inspire funders to support our work. Our Chief Executive will manage and support you to create effective application and reporting schedules and plans, as well as to research new income generation opportunities, while the day-to-day running of these systems and writing processes will be your responsibility.

We currently aim to raise around £100,000 per year from trusts, and while there are undoubtedly economic pressures and challenges ahead, we have ambitions to grow this area of income, and project ideas which we believe are well-aligned with a diverse portfolio of funding streams. We have a strong track

record with a range of established funders, having previously been fortunate enough to receive multi-year grants from the likes of The Gannochy Trust in Scotland, and UK-wide funders such as John Ellerman and Esmée Fairbairn Foundations.

Whatever your experience, we are looking for motivated individuals who are inspired by Scottish Ensemble's mission and philosophy and who are able to capture and translate this excitement to funders, via exceptional written and interpersonal communication skills, and a meticulous eye for detail.

You might currently be working in a directly relevant role in another arts organisation, or you might have the skills required but be working in another sector. At Scottish Ensemble, you'll have the chance to develop both specific skills involved in this role, but also wider arts administration experience through close collaboration with our small, friendly and creative team. CPD opportunities, including membership of the Association of British Orchestras and Arts & Business Scotland, and support to attend relevant training courses are all part of working with us.

This role gets under the skin of what we do – you will be supported to truly understand the creative drives behind our projects and the impact they can have on individuals and communities. It is an interesting vantage point on the development of music and the arts in Scotland and, if you are excited by this opportunity, we look forward to hearing from you.

If you would like an informal chat with our CEO Jenny Jamison about the role, please email her and we'll be happy to arrange a call.

For the most up-to-date information about our work, including details of forthcoming projects, explore scottishensemble.co.uk



Scottish Ensemble Mission

To create exhilarating musical experiences that forge new connections between people, places and ideas.

Scottish Ensemble Core Values

- 1** We believe that music is a highly flexible and collaborative art form that can and should make meaningful connections across repertoire, genre, form and discipline.
- 2** We want to create opportunities for musicians to explore and stretch their musicianship, creative and communicative skills, to ensure they are continually developing as artists and as ambassadors for music-making.
- 3** We believe that classical music can be as connected to current audiences, communities and artists as it is to its great, centuries-old traditions, but only when boundaries and conventions are reassessed.
- 4** We celebrate Scotland's diversity and create work to build strong connections across the length and breadth of the country, but also aspire to share our work with international audiences.
- 5** We are responsible global citizens who use resources in a socially and environmentally conscientious way.
- 6** We believe that technology can enable us to explore new artistic opportunities and to share our performances and creative learning work with as wide an audience as possible.

Key information



Job Title

Trusts & Foundations Officer

Hours and location

Full-time contract (5 days / 35-hour week)

Possibility for flexible working, compressed hours, and working from home, though the role requires a majority of time to be spent in Scottish Ensemble's office base at the CCA, 350 Sauchiehall Street, Glasgow, G2 3JD

Reports to

Chief Executive

Key terms

- Salary £24,000/annum
- 22 days annual leave rising by 1 day per year of service to a maximum of 28 days + 11 public holidays
- Auto-enrolment into SE's contributory pension scheme (it is possible to opt out of this), provided by NEST
- To start as soon as possible (dependent on any relevant notice periods with current employer)

Role purpose and role dimension

To plan and write Scottish Ensemble's applications and reports to trust funders and, with the Chief Executive, to explore opportunities for new funding and growth.

The role would suit someone with some fundraising experience and excellent written skills, or an excellent writer with a passion for the arts. This role also presents an opportunity for individuals to learn more about arts management from within a small, energetic, and creative team.

Key external contacts

- Trustees and administrators from a range of trust funders
- Peer Organisations
- Co-Producers

Key internal contacts

- CEO
- General Manager
- Development & Projects Assistant
- Marketing department

Financial dimensions

Responsibility for planning and submitting applications to maximise the chances of achieving an annual target for trust & foundation income

Key areas for decision making

- Trust & Foundation applications
- Income generation development
- Evaluation systems

Role Scope

Key Result Areas

Key Tasks

Trust & Foundation strategy & planning (20%)

With the Chief Executive;

- Identifying potential funders whose priorities align with SE's mission and the impact we aim to generate
- Planning an annual cycle of trust and foundation research, application development and reporting
- Developing business cases and template applications for various core areas of activity
- Researching new or exceptional funding sources including one-off grants, corporate/CSR schemes, and other project funding (including from Local Authorities and other Statutory Funders)

Application Planning & Execution (50%)

- Coordinating a calendar of trust applications and reporting, ensuring adherence to deadlines
- Planning, writing and proofing applications to a range of funders, in pursuit of achieving an annual income target
- Ensuring appropriate accreditation for all funders across SE's operations
- Researching new trusts relevant to SE's changing business model
- With the wider SE team, developing project plans, outputs, outcomes and impact measures to ensure clear communication to funders
- With the Chief Executive and General Manager, ensuring grants are spent in line with grant agreements

Evaluation & Data (20%)

- Working closely with the rest of the SE team, developing evaluation systems, data collection systems and feedback cycles to contribute to reports to funders
- Maintaining accurate records and maximising the use of SE's CRM system (ThankQ) for application tracking and analysis
- Ensuring compliance with all relevant legislation and internal policy (e.g. GDPR)

Other (10%)

- Representing SE at fundraising events and at sector meetings
- On-the-road touring support as shared by the full SE team (e.g. in the case of this role - welcoming guests, managing guest lists, FOH duties)
- Attending SE concerts
- Carrying out other activities as required by the CEO and General Manager

Person Specification



Essential knowledge, skills and experience

- Experience of working in a professional capacity in an arts organisation or other context relevant to this role
- Exceptional written communication skills, and skills in proof-reading
- Ability to understand complex ideas and translate these into concise frameworks
- Strong administrative experience
- Experience of working to deadlines
- Passion for Scottish Ensemble's mission and output

Desirable knowledge, skills and experience

- Experience of writing applications to trusts and foundations
- Experience of developing arts projects and aligning them with funders' needs
- Proven ability to work collaboratively and pro-actively with colleagues to develop project ideas
- A track record of building relationships with funders
- Knowledge of major UK and Scottish trusts

Desirable attributes

- Consistent exceptional attention to detail
- First-class communication and interpersonal skills
- A flair for innovative thinking
- Ability to build positive and constructive relationships, and to be a strong team player
- A practical, methodical approach to prioritisation and planning

Special conditions

- In order to deeply understand the work that we do and the impact we generate, the successful candidate would ideally be expected to attend some concerts and events across Scotland outside of normal working hours. Time off in lieu is granted in line with SE's TOIL policy.

If your personal circumstances make touring or travel difficult, this should not dissuade you from applying as we are an equal opportunities employer and, with this role in particular, we can find alternative ways to ensure you can experience our work.

- You must be eligible to work in the UK.

While the above specification represents our ideal mix of skills and experience for the role, we welcome applications from those meet a majority, but not all, of the skills/experience outlined.

How to apply



To apply, please send your CV, accompanied by a cover letter of no more than 2 pages to catherine.ferrell@scottishensemble.co.uk by 2pm on Thursday 22 September 2022.

In your cover letter, please answer the following two questions:

- Why are you inspired by the work that Scottish Ensemble delivers?
- What approach and experience would you bring to the role that makes you the right candidate for this position?

You may send a video or audio recording in place of a cover letter if you wish. This should be no more than 4 minutes in length.

As part of our commitment to a fair recruitment process, we ask that you remove names of any educational establishments from your CV and cover letter. All applications will be anonymised before shortlisting takes place.

Interviews will be held during the week beginning 25 September 2022, ideally in person in Glasgow, though video calls can also be arranged. We can provide a BSL interpreter if required.

We also request that you complete our [Equal Opportunities Monitoring Form](#) – all data is gathered anonymously. This data helps us to reflect on whether our recruitment processes are attracting and reaching a diverse range of candidates, and adapt our processes and language accordingly.

Good luck with your application – we look forward to hearing from you!