

NEVIS ENSEMBLE

Fundraising Officer

Nevis Ensemble is currently seeking an individual to take on the role of Fundraising Officer within the organisation.

Nevis Ensemble is undergoing a period of growth as we introduce a new Fellowship programme. We are looking for a creative, enthusiastic and dynamic individual to take on the role of Fundraising Officer to help the team deliver this unique programme.

Nevis Ensemble is different, and there's nothing else quite like us in Scotland. Our vision is simply that of *'music for everyone, everywhere'*.

Artistically-led by Holly Mathieson and Jonathan Hargreaves, in only three years, Nevis has given hundreds of orchestral performances to people across Scotland, from the schools, supermarkets and museums of Glasgow, Edinburgh and Aberdeen, to farms in the Scottish Borders, the summit of Ben Nevis in the Highlands and all the way out to the remote archipelago of St Kilda. Concerts take place in venues as diverse as swimming pools and children's parks, to homeless centres, museums and train stations.

Running in parallel to a fast-and-furious performance schedule, are community-based projects focusing on creative participation. Partnerships with third-sector organisations are nurtured to ensure the most vulnerable and marginalised in our society have equitable access to the arts to share their stories and experiences.

Our musicians can take advantage of a training programme to hone their specialist skills in working with the very young, the very old, and those who face challenges in their lives, knowing that access to great live music provides a huge wealth of benefits, particularly to health and wellbeing, social cohesion, and the simple but powerful feeling of joy.

Removing barriers to accessing orchestral music means bringing it to where people are, and when they are there. Just think: 40 energetic musicians run out of a bus, instruments in hand, and less than five

minutes later the intrigued crowd hears something incredible and unexpected. Everyone leaves feeling uplifted and inspired, proud of the place to which they belong. Full-scale, orchestral performances with music of all genres; popping up and surprising commuters first thing in the morning; entertaining residents in oft-forgotten parts of the city; guerrilla-style appearances in swimming pools; generating large audiences in public spaces. Our approach to performing has seen us win at the Scottish Awards for New Music in 2019, 2020 and 2021, and shortlisted for the Classical:NEXT Innovation Award in 2020 and 2022.

Terms and Conditions

Post: Fundraising Officer

Reports to: Chief Executive

Hours: 0.3 (Three days per week) with scope for increase.

Salary: £25,000 (£15,000 pro rata)

Status: Employed

Pension: NEST workplace scheme

Holidays: 35 days (21 days pro rata)

Workplace: Glasgow. Nevis Ensemble has a base in Platform in Easterhouse. The nature of the position is flexible, but the successful applicant would have to be within reach of the office is required.

Application deadline: Monday 27 June 2022, 12pm

Interviews: Week beginning Monday 4 July 2022

Starting date: As soon as possible

How to Apply

Please read through the role responsibilities and person specification in this document. Please also look at our website at:

www.nevisensemble.org to see our work.

If you have a disability or long-term health condition that may make the recruitment process more challenging or prohibitive, please do get in touch with us at: hello@nevisensemble.org or call on 07957 417267 with any Access needs or requirements.

To apply, please send a **CV** and **covering letter** detailing why you are suitable for this role to hello@nevisensemble.org by **Monday 27 June 2022**.

If you are unable to submit an application by email, please give us a call on 07957 417267 to discuss other options. We can also accept audio or video applications, and any other format that might work best for you.

Interviews will be held in person in Glasgow at our office in Easterhouse. If an in person interview is not viable, please be in touch at hello@nevisensemble.org and we will do our best to arrange an alternative.

We would also like to know if there are any other responsibilities or requirements that you may have (for example: childcare or any other Access needs) that will make it easier for you to take part in an interview. We are happy to accommodate these to the best of our ability and would encourage you to let us know when you apply.

About our work

Delivering our first project in 2018, Nevis Ensemble is still a young organisation, but has a good track record of delivering performances and projects around Scotland as well as a programme of musician development. In autumn 2022, the organisation will significantly increase its activity and we are expanding the staff team to help deliver our exciting programme of provision for musicians and communities across Scotland.

From September 2022, we will take on our first cohort of Fellows, numbering 23 in 2022/23, with the aim of rising to 40 (our usual orchestra size pre-Covid) in 2023/24. A significant part of the Fellowship will involve the delivery of tailored training and development opportunities for the musicians covering many different aspects of creative practice as well as helping to develop career pathways, as well as our projects and performances in communities around Scotland.

As a new post, the Fundraising Officer will work with the Chief Executive and other members of the team to lead of aspects of the organisation's income generation, particularly Trusts and Foundations, and the Nevis Family scheme.

Whilst this is currently a 0.6 (3 days per week) role, there is scope for this to increase following review.

Main purpose

To work with the staff team to deliver a new Fundraising Strategy, lead on the majority of Trusts and Foundations applications, and increase Individual Donor support through the Nevis Family scheme.

Specific Responsibilities

Strategic

- Contribute to Nevis Ensemble's Fundraising strategy, as appropriate, supported by the Chief Executive and Board of Trustees.
- Work with the Chief Executive to prepare reports on Fundraising efforts for the Board of Trustees, and the Finance & Risk Committee
- Commit to the aims and objectives of Nevis Ensemble and advocate for the importance of our work with all funders.

Trusts and Foundations

- Research and develop potential trusts and foundation applications, creating a schedule of applications with key deadlines.
- Write compelling, accurate and tailored applications which support Nevis Ensemble's organisational strategy and financial needs, while also meeting the needs and aspirations of funders.
- Manage a portfolio of trusts and foundations, including key relationships with individuals, and fulfilling reporting requirements.
- Maintain accurate records for grants and correspondence from trusts and foundations.
- Compile and write reports to Funders with input from other staff.

Individual Giving

- Renew the Nevis Family scheme to ensure it maintains relevance and stays attractive to donors.
- Work with the staff team to develop a strategy for Individual Giving as part of the wider Fundraising Strategy.
- Grow the number of individuals who are part of the Nevis Family scheme and ensure that a positive experience is at the centre of their support.
- Alongside the rest of the team, ensure excellent donor support, care and stewardship.
- Work on Gift Aid claims.
- Ensure accurate record keeping of donors and their support for the charity.

General duties

- Ensure that all fundraising activity complies with legislation and statutory requirements, including GDPR and obligations to OSCR
- Contribute to the activities of the wider Nevis Ensemble team as necessary
- Adhere to and promote Nevis Ensemble's policy on the Promotion of Equality and Diversity
- Adhere to and promote Nevis Ensemble's policies on Safeguarding
- Recognise your important role as part of a small team and contribute to the positive working environment required in an organisation that requires close collaboration and supportive relationships between colleagues.

Person Specification

We recognise that each person has a different path that presents differing opportunities and levels of experience, based on individual circumstances. The skills and experience outlined below should act as a guide rather than an exclusive checklist. Whilst we acknowledge the skills experienced fundraisers working in the arts have, we want to explicitly welcome applications from individuals who feel they would be suitable for the role, but have perhaps worked in other industries, taken career

breaks, or feel they might not meet all of the skills or experience outlined below, but would be able to take on the responsibilities listed above.

Our one essential attribute is that you should be...

- Driven and passionate about fundraising for a young and dynamic music charity

Some other attributes or experiences you might have could be:

- An interest in music
- An interest in community engagement in the arts
- A knowledge of the Scottish cultural sector and the funding landscape, particularly for Trusts and Foundations
- Around 1-2 years' experience in a fundraising or development role
- Experience of applying to Trusts and Foundations
- Some experience of writing reports for funders
- Excellent attention to detail
- Ability to identify partnerships and new opportunities
- Experience of working with individual donors to develop relationships
- Strong IT skills
- Working knowledge of GDPR