

# Trusts and Foundations Officer

**21 hours per week (0.6) FTE**

**Start Date:** ASAP

## The BRIT School

An exciting opportunity has arisen to join the school's Development Team. Working closely with the Trusts & Foundations Manager, the Trusts & Foundations Officer will be supporting the growth of The BRIT School's funding from grant-making institutions.

## The Team

The Development Team at The BRIT School is small but highly experienced – from having worked in award-winning not-for-profits to national arts centres - consisting of the Director of Development, Development Manager (Corporate), Trusts and Foundations Manager (freelance) Corporate Partnerships Officer, Philanthropy Officer and Development Administrator, with a supportive Leadership Team and Board of Trustees.

## You and The BRIT School

This is a brilliant and exciting moment to join The BRIT School team, as we bounce back from the pandemic, build on the momentum we have generated from the past 18 months, and launch a new fundraising drive.

This position is a very important role within the organisation, and sits at the heart of the School's ability to realise its ambitious plans; you will be at the centre of our efforts to #keepBRITspecial. We are looking for someone who has a clear passion for the ethos, impact and ambition of The BRIT School. Being a small team, we will be working closely but you will have the autonomy, responsibility and freedom to bring your own creativity, drive and skills to the role, and to make an impact not only on our fundraising ambitions, but on the lives of the young artists we support.

We would welcome candidates who are looking to move into Trusts & Foundations fundraising from other fundraising backgrounds, as well as those at the start of their fundraising careers. Days of work are flexible with an opportunity for some working from home.

We look forward to receiving your application, and we hope to meet you soon.

## #AlwaysBRIT



The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of academic subjects. It is sponsored by the British Record Industry and has a unique relationship with the performing arts industries.

The Brit School runs a 5 Term academic year with some school holidays falling at different times to the usual Local Authority school breaks. Please see our website for further details of our term dates.

The BRIT School is committed to Equality, Diversity and Inclusion.

# Applicant Information Pack

## Closing date

9am, Monday 27th September 2021

## Interview date

Tuesday 12th October 2021

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## A Message from the Principal



Creativity is crucial to the future of our economy and society. For 30 years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

Young people who choose to come here are given the tools to carve out their career, the space to think and the environment to be themselves. This is a playground with professional boundaries where the raw talent of 14–19 year olds meets the nurturing expertise of world-class teachers.

The BRIT School revolutionises the lives of its students; 99% of all students who have graduated find work in a huge range of creative industries, or enrol for higher education or training. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities. As the Good School Guide articulates, “You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.” This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.

A handwritten signature in blue ink that reads "Stuart Worden". The signature is written in a cursive, flowing style. Below the signature is a faint, light blue circular stamp or watermark, which appears to be the school's crest or logo.

**Stuart Worden**  
**Principal**

# Job Description

Job Title	Trusts & Foundations Officer
Department	Development
Salary	£31,044 FTE (£18,626 pro rata)
Hours of Work	21 hours 0.6 FTE
Contract Type	Permanent
Responsible to	Director of Development

## Job Overview

Working closely with the Trusts & Foundations Manager, the Trusts & Foundations Officer will be supporting the growth of The BRIT School's funding from grant-making institutions.

## Key Responsibilities

### Main Activities & Responsibilities

- To undertake detailed research into institutional funders who might be able to support the work of The BRIT School
- To build your own portfolio of new mid-value funders (up to £25k in value) through timely and compelling approaches
- To look after existing lower-to-mid value funders (up to £25k value) through impact reporting and cultivation, seeking to secure/increase longer-term support
- To write reports to existing funders about what they have funded, including supporting report-writing to high-value funders (£25k+)
- To work closely with teaching staff and other colleagues on the monitoring of funded work, to support reporting
- To support the Trust & Foundations Manager in looking after existing high-value partnerships to deepen the relationship, and increase long-term financial support
- To contribute to the development of clear and compelling proposals to donors, including building excellent internal relationships with colleagues to present strong fundable projects
- To ensure that individuals from our grant funders are invited to relevant events

### Administration

- To ensure records for prospects/funders are maintained/updated on our database, to support planning and reporting
- To attend evening & weekend meetings and events as required
- To undertake any other duties or one-off tasks at the reasonable request of the Director

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

We would welcome candidates who are looking to move into Trusts & Foundations fundraising from other fundraising backgrounds, or are at an early stage of their career.

Criteria	Description	Essential / Desirable
<b>Education &amp; Training</b>	NVQ Level 3 or equivalent qualification	E
<b>Experience</b>	Minimum one year's experience in a fundraising role	E
	Clear evidence of securing four-figure pledges from funders	E
	Ability to demonstrate successful application/bid writing	E
	Experience of fundraising for an arts or education organisation/school	D
	Experience in fundraising from Trusts, Foundations or funding institutions	D
	Experience of using databases	D
<b>Knowledge, Skills and Qualities</b>	Ability to demonstrate successful application/proposal writing skills	E
	Excellent interpersonal skills, both in person and the phone/Zoom, and able to communicate with ease at all levels	E
	Excellent written skills, attention to detail and ability to construct compelling written arguments	E
	Excellent administrative and organisational skills	E
	IT literate on MS tools (Word, Excel, Power Point)	E
<b>Personal Qualities</b>	Energetic, self-motivated, able to use own initiative and work alone as necessary	E
	Willing to work some evenings and weekends for which time off in lieu will be given.	E
	A commitment to the Schools mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.	E

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

## Terms and Conditions

Availability	To start ASAP
Contract Type	Permanent
Hours of Work	21 hours a week
Annual Leaver	Annual Leaver runs 1st January - 31st December. Annual Leave entitlement is 24 days pro rated plus three days Christsmas shutdown

**Salary** The BRIT School Pay Scale Band 5 increment points 19 - 24

Spine Point	Salary	pro rata salary
19	£28,482	£17,089
20	£28,992	£17,395
21	£29,517	£17,710
22	£30,048	£18,028
23	£30,585	£18,351
24	£31,044	£18,626

Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.

**Work permit** All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.

**DBS Check** The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).

**Probation** The post has a six months' probationary period.

**Notice Period** This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 4 weeks.

**Pension** Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

# Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive two complimentary tickets at the start of the new academic year for any show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £100 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme <a href="http://www.cyclescheme.co.uk">www.cyclescheme.co.uk</a>
Pension	Support Staff are automatically enrolled in the Croydon Council Pension Scheme.
Counselling Service	The BRIT School offers a free in-house counselling service.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	<b>Library</b> – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.

# About Us

## School Overview

The BRIT School is the leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole lot more.

Former Students have so far won 12 BRIT Awards, 19 Grammys, 2 BAFTAs and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award and 2 London Evening Standard Awards.

## Our Mission

To prepare young people for careers in the creative and performing arts.

## Our Values

- Original
- Responsible
- Ambitious
- Inclusive

## Vision

- To train and educate young people for future careers in Performance and Creative Arts industries.
- To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for life in the arts.
- To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.
- To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.
- To be a role model for other schools and organisations in its community work.

## Governance

Our Governors are: David Carter (Chair), Kate Ambrosi, Chris Ancliff, Paul Burger, Jo Charrington, Madelaine Cooper, John Craig OBE, Maggie Crowe OBE, Angela Ferreira, James Hillier (Parent Governor), Martin Locket, Dej Mahoney, Jonathan Morrish, Tanya Rose, Louise Soden, Thabo Stuck (Staff Governor), Horace Trubridge, Jonathan Ward (Parent Governor), Alastair Webber, Jasmine Wilson.

## Development at The BRIT School

Alongside funding from the ESFA and The BRIT Trust, The BRIT School began investing in fundraising in the run up to the School's 25th anniversary year (2016), launching the 'BRIT Silver Campaign' which helped to galvanise support for the School, and secure many of the funders we continue to receive funding from today.

Corporate, Institutions and Major Donors remain the key drive for fundraising at The BRIT School, alongside support from Parents of current/former students and our alumni. Some of our current organisational supporters are noted below:



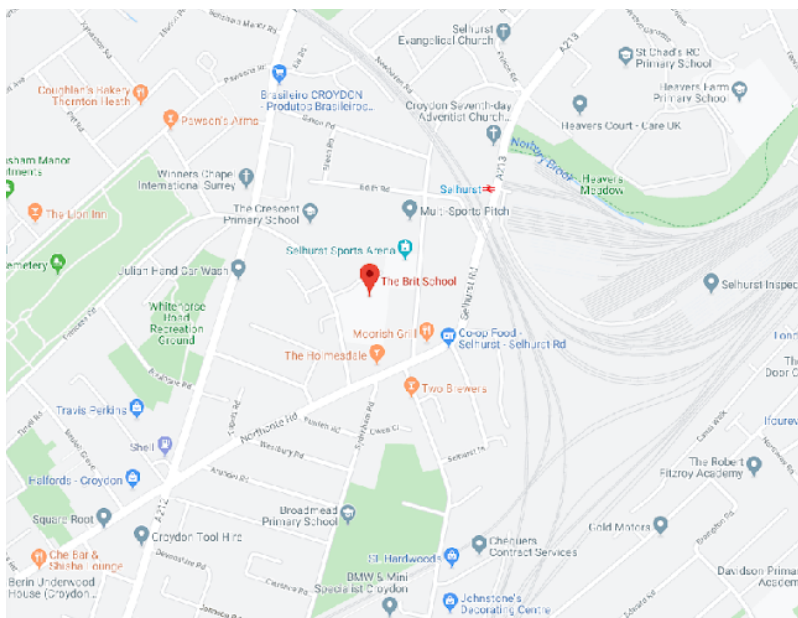
Our 30th anniversary in September 2021 marks the launch of a new campaign, 'BRIT Transforms', aiming to raise £10m over four years (revenue and capital) in addition to our government funding, to continue investing in young creative talent, and to help #keepBRITspecial.

Voluntary income continues to grow at The BRIT School, with nearly £700k raised in 2019/20 and over £850k forecast in 20/21, despite the impact of the pandemic. Alongside the supporters noted above, we are in discussion with high-profile brands and institutions to explore creating exciting new partnerships and developing our programmes. The potential for growth in this area is significant and you will be joining at an exciting moment in the history of this special organisation.

## Location

The BRIT School is located in Selhurst, Croydon (Greater London).

60 The Crescent, Croydon CR0 2HN



## How to Apply

To apply, please complete our **1. Application form** and **2. Equal Opportunities form**, available on our website in the 'Work for Us' Section.

CV's without an application form cannot be accepted.

### Closing date

**9am, Monday 27th September 2021**

### Interview date

**Tuesday 12th October 2021**

The interview will consist of 3 parts, a formal Interview, a role related test and a tour of the school.

Prior to taking up the post an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1400 14 – 19 year old students Britain's leading state-funded school for the performing arts.

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website [www.brit.croydon.sch.uk](http://www.brit.croydon.sch.uk)