



**SCOTTISH CHAMBER ORCHESTRA
TRUSTS AND FOUNDATIONS OFFICER**

September 2022

CANDIDATE INFORMATION PACK

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1. Welcome from the Chief Executive

Dear Candidate

Thank you very much for your interest in the role of Trusts and Foundations Officer at the Scottish Chamber Orchestra (SCO). As we look towards our 50th Anniversary in 2024 and anticipate the opening of our new home – the Dunard Centre - in the heart of Edinburgh, this is an exciting and significant time to be joining our organisation as we seek to increase engagement with many more diverse people from across Edinburgh, Scotland and beyond, both on and off the concert platform.

The internationally celebrated Scottish Chamber Orchestra is one of Scotland's National Performing Companies and plays a major role in the cultural life of this country. The Orchestra is made up of an exceptional group of highly talented and creative musicians, each one committed to transforming and enhancing lives and communities throughout Scotland and beyond through the power of inspirational music-making.

Our regular and extensive performance and touring schedule is enhanced by a diverse Creative Learning programme which sees musicians engaging directly with a broad range of people from nursery, primary and secondary schools, to community centres, hospitals and care homes. Our five-year residency in Edinburgh's Cragmillar community is a particular focus and highlight of our current work.

Reporting to the Director of Development, our Trusts and Foundations Officer will be a key member of our Development Team. Working in a highly collaborative and supportive environment across all teams, you will be responsible for researching, applying to and stewarding a wide range of Trusts and Foundations. Your successful track record and passion for music and the arts, will attract vital sources of income to support the work of the SCO and in particular our Creative Learning programme that helps the SCO enrich the lives of people from diverse communities through music.

The Scottish Chamber Orchestra is an equal opportunities employer committed to finding the very best candidate for this position. We aim to create an equal and fair recruitment process open to all. Accessible and welcoming to all the diverse communities and partners we engage with, applicants will receive equal treatment irrespective of age, sex, sexual orientation, gender reassignment, race, religion or belief, marital status, disability or pregnancy/maternity.

We look forward to hearing from you!

With warm wishes

Gavin

2. About the Scottish Chamber Orchestra

The SCO aims to provide as many opportunities as possible for people to hear great music by touring the length and breadth of Scotland, appearing regularly at major national and international festivals including the Edinburgh International Festival and BBC Proms, and by touring internationally as a proud ambassador for Scottish cultural excellence.

Making a significant contribution to Scottish cultural life beyond the concert platform, the Orchestra works in schools, universities, colleges, hospitals, care homes, places of work and community centres across the country through its extensive Creative Learning programme. Current projects include a major new five-year community residency **SCO in Craigmillar** in Edinburgh; our **ReConnect** programme for people living with Dementia; **VIBE** creative music-making courses for young people; **Immerse and SCO Academies** for secondary school pupils; and **SCO Family Festival**.

An acclaimed new chapter for the SCO began in 2019 with the start of Maxim Emelyanychev's tenure as the Orchestra's Principal Conductor. The SCO's other important musical collaborations include work with Nicola Benedetti, Pekka Kuusisto, François Leleux, Andrew Manze, Richard Egarr, John Storgårds and Joseph Swensen.

The Orchestra also enjoys close relationships with numerous composers and has commissioned almost 200 new works, including pieces by current Associate Composer Jay Capperauld, the late Sir Peter Maxwell Davies, Sir James MacMillan, Anna Clyne, Karine Polwart, Pippa Murphy, Martin Suckling, Errollyn Wallen and Nico Muhly.

Overseen by a non-executive Board of Directors, the management team of the SCO consists of 21 full-time and 3 part-time members of staff. They are led by the Chief Executive, to whom the departments of Concerts, Creative Learning, Marketing and Communications, Development and Finance and Administration report. See attached organisational chart for further information.

The Orchestra has several named artistic positions:

Maxim Emelyanychev Principal Conductor

Joseph Swensen Conductor Emeritus

Gregory Batsleer Chorus Director

Jay Capperauld Associate Composer

The offices of the SCO are in Edinburgh, the only one of Scotland's five National Performing Companies to be based in the capital city. We currently have a hybrid working policy in place for all staff.

3. Development at the SCO

The Development team supports the SCO's vision to be universally recognised as a dynamic and inspirational chamber orchestra – open, accessible and inclusive, contemporary and courageous, achieving the highest levels of excellence in everything we do. In doing so, the team is responsible for nurturing, developing and maintaining long-term relationships with individuals and organisations to generate significant financial support for the SCO's artistic programmes.

We raise money across three main areas: individual giving, trusts and foundations and corporate partnerships. The fundraising cycle consists of research and identifying new supporters, cultivating relationships, asking for financial support, either renewed or new, and stewarding our supporters with a range of exciting events and engagements.

Money raised supports concerts and creative learning projects, new commissions, recordings, tours and capital projects (such as instrument purchases) that are required.

Throughout the year, the Development team organises numerous events, enhancing the SCO experience for our supporters and prospects by showcasing the range of SCO's activities. We also work with corporate partners to deliver contractual benefits and help them make the most of their association with the SCO. The department consists of four permanent members of staff including the Development Director, Development Manager, Trusts and Foundations Officer and Individual Giving Officer.

4. About the Role

The Trusts and Foundations Officer plays a key role in delivering the Orchestra's trusts and foundations fundraising strategy and generating income from charitable trusts, foundations and project-based statutory funders. This includes researching and preparing grant applications, building and developing relationships with grant administrators and delivering evaluations to fulfil grant criteria and evidence the impact of the SCO's work.

Key Responsibilities will include:

Income Generation

- Contributing to an agreed strategy to sustain and develop income from grant-making trusts and foundations.
- Preparing compelling written applications to charitable trusts, foundations and project-based statutory funders, when the SCO initiative matches their criteria.
- Prioritising and meeting required deadlines on multiple applications simultaneously.

Project Management

- Working collaboratively and closely with the Creative Learning and Concerts teams to identify opportunities for support from charitable trusts, foundations and project-based statutory funders.
- Communicating and considering the desired outcomes of projects and grant agreements with SCO teams to ensure shared delivery.

Prospect Research

- Identifying and researching prospective grant-making trusts, foundations and project-based statutory funders.
- Monitoring the focus of grant-making trusts and foundations to identify when funders are moving to new criteria or seeking to meet new objectives in order to achieve future grant-making success.
- Actively promote the SCO's sustainability journey and look for ways in which potential funders

can be approached to support this agenda.

Stewardship and Reporting

- Ensuring the effective management and monitoring of grant agreements.
- Seeking information from the relevant SCO teams in good time to write and deliver robust evaluation reports required as part of grant agreements.
- To be responsible for organising and co-ordinating invitations for Trustees to attend SCO projects and events.
- Provide an excellent standard of donor stewardship and work closely with teams across the SCO to ensure donor satisfaction.
- Assisting with stewardship and project reporting for individual donors and Business Partnerships where relevant.
- Administering and reporting on grant income received through the Chapel & York US Foundation.

General

- Ensuring the correct use of logos and/or accreditation on SCO publicity materials where appropriate.
- Assisting with the Development department's financial systems – recording income and expenditure and ensuring accurate reporting of Development income to the Finance department.
- Updating the Spektrix (CRM) database as required.
- Carrying out other duties consistent with the role and as required by the Development Director.
- Attending SCO concerts and events to host VIP guests as required.
- Acting as a champion of the SCO, actively promoting the values as part of everyday practice.

5. Person specification

The successful candidate will be a highly motivated and proactive team player with the ability to take initiative and work on their own as required. You will have experience of writing compelling and successful applications to grant-making trusts and foundations and will know the sector well enough to understand clearly how best to match SCO projects with potential funders.

You will be an excellent communicator with outstanding verbal and written communication skills and will enjoy sharing a genuine passion for what the SCO does. You will be a natural collaborator, relishing the opportunity to build relationships internally and externally and ensuring best fundraising practice.

Essential knowledge, skills and experience

- Outstanding verbal and written communication and presentation skills with excellent attention to detail and the ability to adapt style to suit different communications media and audiences.
- A track record of successfully raising funds through Trusts and Foundations.
- The ability to gain the confidence and respect of key stakeholders and donors at every level.
- Ability to work collaboratively and develop positive relationships both internally and externally.
- Ability to deliver to demanding deadlines in a complex environment without compromising quality.
- Good numeracy and IT (MS Office) skills with willingness to learn bespoke software systems (eg: Spektrix and Backstage)
- Able to produce written reports from evaluation processes.
- Sound understanding of gift aid, and data protection issues relating to fundraising.

Essential characteristics

- Highly organised, with a proven ability to work quickly and efficiently under pressure, to prioritise, take initiative, work accurately to deadlines, and manage several projects simultaneously.
- Ability to build positive and constructive relationships internally and externally.
- A positive attitude with strong influencing and negotiating skills.
- Passionate and knowledgeable about the arts
- Commitment to principles of equality, diversity and inclusion.

Desirable knowledge, skills and experience

- Full, clean driving licence
- An understanding of sustainability issues within the performing arts sector and ways in which Classical Music organisations can contribute to a net-zero agenda.

Desirable characteristics

- A good working knowledge and genuine interest in orchestral and chamber music and the creative outputs of SCO.

6. Summary of Terms and Conditions

The Scottish Chamber Orchestra is an accredited Living Wage Employer

Contract	Full-time permanent, starting asap.
Salary	£25,000
Working Hours	Normal working hours are Monday to Friday 09:30 to 17:30, with one hour for lunch. You will be expected to work additional hours as necessary, including evening and weekend work, to serve the requirements of the Company. A TOIL system is in operation
Location	Based at the SCO's administration office in Edinburgh city-centre. The SCO has a hybrid working policy which allows some flexibility to work remotely.
Holiday	25 Days plus 6 days public holidays, plus 3 days between Christmas and New Year
Employee Benefits	Company Income Protection Insurance Company Life Assurance scheme Cycle to work scheme
Pension	NEST workplace pension scheme including 10% Employer contributions

If you are invited to interview, we will ask that you provide evidence showing your right to work in the UK (photocopies not accepted).

7. Application Procedure

Please submit your CV and a covering letter (max 2-pages) outlining why the post interests you and that you have the range of relevant skills and experience as set out in the job description and person specification.

Please include the Equal Opportunities Monitoring Form and a daytime telephone number and email address with which to contact you for possible interview arrangements. Please also include details of two referees including one from your current or most recent employer where applicable. Referees will not be contacted prior to interview or without your permission.

Applications should be e-mailed to: recruitment@sco.org.uk or can be sent to Heather Baird, Scottish Chamber Orchestra, 4 Royal Terrace, Edinburgh, EH7 5AB (please mark your application "Trusts and Foundations Officer – Confidential").

We welcome applications from diverse cultural backgrounds. However, we are unfortunately unable to offer visa sponsorship so before you apply for this post, please ensure you have the right to work in the UK. For more details on eligibility to work in the UK, please visit: <https://www.gov.uk/check-uk-visa>

The selection process, which will include a panel interview and a short presentation, will be held in Edinburgh.

No Recruitment Agencies please.

8. Recruitment Timetable

Deadline for Applications	Thursday 27 October 2022 at 17.00
Interviews	Wednesday 9 November 2022

9. Further information

Organisation Chart

Equal Opportunities Monitoring Form

Privacy Notice to Applicants.

Season brochures and other publications available from <https://issuu.com/scomusic>