

DRAKE
MUSIC
SCOTLAND



**Fundraising
Officer**





Join Drake Music Scotland - is this opportunity for you?

We are currently seeking an enthusiastic and capable fundraiser to join our Core Team as full-time Fundraising Officer with a salary of £28,000 per annum

Do you have experience writing persuasively, building relationships with trusts and foundations and other funders and managing competing priorities? Are you looking for an opportunity to develop your fundraising career in an arts and music environment as part of a busy team while making a meaningful difference to the lives of disabled people?

Drake Music Scotland is seeking a **Fundraising Officer** to join our Core team on a full-time basis to help secure the funding for disabled artists, musicians and young people across Scotland to achieve their musical ambitions. We are a Creative Scotland Multi-Year Funded organisation, raising around one third of our funding each year from a range of other sources including trusts and foundations, public donations and individual donors.

This is an exciting opportunity for someone with some fundraising or relevant transferable experience who is ready to take the next step in their career. You may have experience supporting fund-raising activity, writing applications & reports to funders, managing stakeholder relationships, working in a charity, arts, education, community or public sector role where you

have developed knowledge and understanding of inclusive arts and music. You may have an understanding of the Social Model of Disability and a commitment to equal participation in the arts and cultural sector for all.

Main Responsibilities

Working closely with the Chief Executive and Senior Team, you will be responsible for preparing high-quality applications to trusts and foundations, many of which are repeat funders of our work. You will need to ensure we meet funders' requirements and acknowledge their support publicly. You will also be required to research and develop new funding sources and support individual and group fundraising activity.

You will be responsible for gathering feedback from participants and other stakeholders, compiling statistical information for the purpose of writing reports to funders and helping to communicate the impact of our work on our website and social media channels. You will have the opportunity to develop your fundraising expertise and gain experience of a range of associated administrative tasks while contributing to the long-term sustainability and growth of a nationally recognised organisation.

You will be expected to work in-person in our office and take on some shared responsibilities for regular activities that happen at our base in Craigmillar for part of the week. You will be able to work from home at other times - a plan for the best way to work your full-time hours will be agreed with the Chief Executive, who will be your line manager.

As a flexible employer we are committed to supporting team members to organise their working time in a way that suits them, while also supporting the work of the whole team.

If this sounds like an opportunity you would like to follow up, please read the information below and apply as outlined in the 'How to Apply' section.

Who We Are

- **Our Vision** - Releasing Ambition, Transforming Opportunities
- **Our Mission** - Disabled people achieve their musical ambitions, thriving in Scotland's arts and cultural sector and beyond.

Drake Music Scotland was established in July 1997 with the aim of creating music-making opportunities for disabled people of all ages and disabilities throughout Scotland. We use innovative music technologies putting agency and control into the hands of disabled people to overcome the disabling barriers they face. Our knowledge of inclusive music technology combined with other accessible approaches to learning and playing music including Figurenotes notation is our unique core expertise.

What we do

We engage with young people and adults, so our work bridges both performing arts and music education across the lifespan. This is reflected in how our Artistic Programme is structured with two main strands:

CREATE - Our disabled artist-led Create programme focuses on disabled artists, composers, ensembles and music creators providing regular sustained support. We support them to develop their artistic practice and work in the mainstream sector in Scotland and beyond. We partner with arts organisations, festivals and venues to curate and deliver creative projects led by disabled artists.

Our **Creative Access** approach ensures access requirements are met and the working environment supports artists to build professional careers, collaborating with chosen colleagues to present their work in the wider cultural space. Create includes **MusicSPACE**, a regular in-house programme at our base in Craigmillar, Edinburgh for bands and ensembles including Digital Orchestra, Equilibrium, iPad Lab, Liveheart, Singing Group and Varifocals.

LEARN - delivers creative music projects for young disabled people and those with additional support needs through our Scotland-wide **All Join In** programme in partnership with schools and local education authorities. Led by our team of highly trained Associate Musicians, the Learn programme works with young people to develop musical skills.

Our **Digital Orchestra Youth** programme operates in 4 locations around Scotland, exploring the role music can play in young people's lives as they follow the pathway to life as young adults in the wider community.

Why Join Us?

By joining Drake Music Scotland, you will:

- Make a meaningful difference to the lives of disabled artists, musicians and learners.
- Join a respected national organisation with an ambitious vision for the future.
- Have significant autonomy and ownership of fundraising activity.
- Work closely with senior leaders and contribute to organisational strategy.
- Develop your professional skills through training and CPD opportunities.

Be part of a supportive team committed to equity, creativity and inclusion

Equalities

Drake Music Scotland is committed to building a diverse workforce that reflects the communities we serve. We particularly welcome applications from disabled people and those from other Protected Characteristics groups who are currently under-represented in the arts and cultural sector. We recognise valuable experience can come from many different sectors and backgrounds and encourage applications from people who may not meet every criterion but can demonstrate the skills and potential to succeed in the role. We will offer an interview to disabled applicants who meet the main criteria for the role and will meet your Access Requirements throughout the recruitment process.

Once a person has been selected for the post, our flexible working policy will be applied and we will make reasonable adjustments to suit you. Although the post is advertised as full time, we are willing to consider proposals for other working arrangements such as alternative working hours and part-time working. If you have a keen interest in the post and have any questions, the Chief Executive Thursa Sanderson is happy to discuss them with you. To arrange a call please contact us by email at recruitment@drakemusicscotland.org or by phone on 0131 659 4766.



The Role

Title: Fundraising Officer

Hours: Full time, 35 hours per week

Location: DMS Office, Edinburgh based with flexibility to work from home part of the time by agreement

Salary: £28,000 per annum

Holiday: 35 days per annum (inclusive of Bank /Public Holidays)

Probation: Three months

Duration: Permanent

Pension: Company Pension Plan

Line Manager: Chief Executive

Closing date: Thursday 12th November at 5pm

Interviews: By End of November 2026

Personal Specification

Essential

- Experience in fundraising, bid-writing, grant applications, reporting, communications, project coordination, or relevant experience in a related area
- Excellent written communication skills with the ability to adapt content for different audiences and detail how our work meets funders' aims and objectives
- Strong organisational skills and attention to detail
- Ability to manage multiple priorities and meet deadlines
- Good interpersonal skills and the ability to build positive working relationships
- Commitment to equality, diversity and inclusion and the Social Model of disability

Desirable

- Experience of trust and foundation fundraising
- Experience of working in the arts, culture, disability, education, or charity sectors
- Experience of collecting and organising data for monitoring, evaluation and report writing

How to Apply

This Recruitment Pack is available through our website, by email, or by phoning Drake Music Scotland - **see contact details below.**

Please read through the role responsibilities and person specification in this document carefully including the Detailed Job Description below. Please also look at our website:

<https://drakemusicscotland.org/jobs/>

If you have a disability or long-term health condition, childcare responsibilities or are affected by any other factors such as a poor internet connection that may make the recruitment process more challenging, please get in touch with us at:

recruitment@drakemusicscotland.org or call 0131 659 4766 to discuss your access needs or requirements.

To apply, send an **up to date CV and covering letter of no more than 2 pages of A4** detailing why you are suitable for this role, with **'Fundraising Officer Application'** in the subject line for the attention of Thursa Sanderson, Chief Executive to: recruitment@drakemusicscotland.org by **Thursday 12th November 2026 at 5pm.**

Target Dates

We aim to shortlist candidates a week from the closing date and carry out interviews by the end of November with a view to the successful candidate starting in the New Year pending references and PVG check.

We request that you let us know where you saw the role advertised and complete our Equal Opportunities Monitoring form at the following link -

<https://forms.cloud.microsoft/e/pa4MdDaGbV>



Drake Music Scotland

SPACE

11 Harewood Road

Edinburgh

EH16 4NT

info@drakemusicscotland.org

drakemusicscotland.org

0131 659 4766

Drake Music Scotland is a charity registered in Scotland

No. SC026908

Registered Company No. SC177502



ALBA | CHRUTHACHAIL