

Wren Music
Development Officer
Job Description and Person Specification



Overview of the role

The Development Officer will support Wren Music's development and growth by securing income to support our programme of activities - from trusts and foundations, public sector contracts, community fundraising and individual giving.

The post-holder will keep up-to-date on what grant funding is available and will match this with project ideas from our creative team. They will develop Wren Music's case for support and work to grow our 'Friends' scheme. They will be comfortable working with our participants to support their community fundraising endeavours. Working with our designer the Development Officer will oversee a programme of publicity to increase participation in our regular open-access groups as well as promoting our concerts and annual festival.

The Development Officer will work with the creative team, who deliver our arts projects, to ensure that the funding applied for contributes to achieving our overarching artistic and social mission as a charity. The growth of income from this range of sources will be vital in maximising our reach and impact for the communities we serve.

Wren Music

Wren Music is one of England's leading community folk arts organisations.

Every week Wren makes musical experiences a reality for hundreds of people across Devon - from children in their early years to older adults in residential settings, and everyone in between including looked-after children, teenagers with disabilities, vulnerable adults, and the general public. Wren's primary genre is folk music, usually from the South West of England, although we also work with partners nationally and internationally in our areas of special interest.

Wren is serious about the changes that participation in the arts can bring about: regular contact with a group of familiar people, the chance for self-expression, learning about local cultural history, improving a new skill, achieving something together with others, and feeling proud of those achievements can all have a profound impact on people's overall health, wellbeing and sense of belonging. And on top of all that, it can be really good fun.

Wren has contracts with schools, local authorities, community organisations and funders. Wren has a team of staff, freelance workers, and an impressive group of volunteers - all of whom help to make things happen. We are embarking on a period of change and growth so that we can reach even more people, with even better projects, and continue to work towards our vision of a world where every voice is heard.

Job Description

Area	The post-holder will have overall responsibility for:
Fundraising	<ul style="list-style-type: none">- Working with the creative team to develop project ideas that are attractive to funders- Researching, planning and writing applications for grant funding- Growing the income from individual donors and community fundraising- Working with the Impact Officer to meet funding reporting requirements
Contracts	<ul style="list-style-type: none">- Keeping up-to-date with available contracts and tenders, highlighting to the CEO those that might be deliverable by Wren- Building relationships with commissioners and potential buyers (e.g. schools, community groups and local authorities)- Promoting products and services to existing and potential commissioners and buyers- Working with the creative team to develop project ideas that meet the needs of commissioners and buyers
Project Support	<ul style="list-style-type: none">- Supporting the marketing and promotion of open-access music-making groups and concert promotions (inc. local press, direct mail and social media)- Reviewing project plans to ensure funder requirements are met
Other - general	<ul style="list-style-type: none">- Any other tasks identified by the CEO as commensurate with the role

Person Specification

Area	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> - Educated to degree level (or equivalent) 	<ul style="list-style-type: none"> - Professional training in fundraising
Knowledge and Skills	<ul style="list-style-type: none"> - Understanding and ability to articulate clearly how participation in the arts can have social, personal, musical and other benefits - Excellent verbal and written communicator, to a wide range of audiences in a range of contexts - Understanding of the funding landscape of the third sector - Comfortable with targets and financially literate 	<ul style="list-style-type: none"> - Understanding of public sector commissioning
Experience	<ul style="list-style-type: none"> - Developing proposals and writing successful funding bids - Managing relationships with external and internal stakeholders - Building teams of volunteers and inspiring people to contribute (time and/or money) 	<ul style="list-style-type: none"> - Fundraising in an arts or music context - Working with contractors (e.g. designers)

We consider the following attributes to be important, but these will not be used in shortlisting.

Personal Qualities	<ul style="list-style-type: none"> - Team player - Problem solver - Sense of humour - Commitment to the aims of Wren Music
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Terms and Conditions

Job Title	Development Officer
Accountable to	Chief Executive
Accountable for	None
Location	Okehampton, Devon
Salary	£25,750 (pro-rata)
Contract	18 months (subject to a six month probationary period) with the potential for extension, subject to funding
Hours	up to 28 hours per week, over 3 or 4 days <i>May require some evening and weekend working, which can be claimed as time off in lieu. This is primarily an office role, and we are a flexible employer, open to discussion about flexible working which may include formalised flexi-time, fixed non-standard hours, and working from home.</i>
Annual Leave	25 days plus bank holidays (pro rata)
Travel	Regular travel in the South West
DBS Check	Basic (carried out on appointment)
Start Date	September 2019

To apply for this role, please send a CV and covering letter. Your letter should be no more than two sides of A4, and should outline how you meet the person specification and why you want to work for Wren Music.

Send to:

Marilyn Tucker
CEO and Artistic Director
Wren Music
Ebenezer Hall
North Street
Okehampton
Devon, EX20 1AR

Deadline for applications: 12 midday on Monday 19 August

Interview Date: Monday 2nd September