GRANTS MANAGER

Location: The Music Works Hub, Gloucester/Remote Hybrid (minimum 2 days/week in the Gloucester Hub)

Contract: Permanent

Hours: Full-time, 37.5 hours, part time 0.8 considered

Report to: Head of Fundraising

Salary: £32,000–£34,500

Closing Date: Monday 29th July, 5pm, although short-listing will be on a rolling basis, and we reserve the right to close recruitment early if the right candidate is found.

ABOUT US

The Music Works (TMW) is a Gloucestershire charity that transforms young lives through music. We're specialists in working with young people in challenging circumstances to help them reach their full potential in music, learning and life. We work with over 4,000 young people a year in schools, through open access and referral programmes at our inclusive music hubs in Gloucester, and the Forest of Dean and via our Creative Careers programmes. Our approach is youth-led, with young people involved at every stage of planning and delivery.

Here is an introduction to our work: About The Music Works

THE ROLE

We're looking for an experienced and motivated Grants Manager to join our fundraising team and support the development of our grants and trusts income, from research and writing through to reporting and funder relationships.

The successful candidate will play a central role in the fundraising team, working closely with the Head of Fundraising to manage the end-to-end process of our trusts and foundations income. Core responsibilities will include writing and submitting funding applications, managing active grants and funder communications, leading on reporting, and maintaining our funder stewardship plan.

This role would suit someone with a proven track record in trust and foundation fundraising who is confident working independently, motivated by making a difference, and ready to play a key part in sustaining and growing our work.

RESPONSIBILITIES

Applications and Pipeline Development

- Research new funding opportunities and maintain a strong pipeline of applications to trusts and foundations.
- Write funding applications independently and in collaboration with the Head of Fundraising, Directors, and programme leads.
- Keep cases for support up to date with current data, outcomes, and programme information.
- Prepare and submit applications accurately and on time.

Grant Management and Reporting

- Manage the full lifecycle of active grants.
- Handle funder communications associated with active grants.
- Lead on grant reporting, working across the team to gather data, case studies, and project updates.
- Set and communicate internal timelines to relevant staff, holding colleagues accountable for providing information required by funders.
- Brief programme leads and Directors ahead of funder interactions and reporting deadlines, ensuring they have the context needed to contribute effectively.
- Maintain accurate funder and donor records in line with GDPR.

Funder Stewardship

- Manage the funder stewardship plan with regular, tailored communications across our funded programme portfolio.
- Work with the Head of Fundraising to support the cultivation of existing and new funder relationships.
- Ensure relevant staff are informed of and prepared for their direct engagement with a defined portfolio of trust and foundation funders, including calls and correspondence.

Systems & Processes

- Maintain and develop the grants management system (currently transitioning from manual spreadsheets to a centralised CRM), ensuring all funder records, application deadlines, reporting dates, and contact information are kept accurate and up to date.
- Lead on the migration of grants data from existing manual processes into the new CRM, working with the Head of Fundraising and relevant staff to sure continuity and accuracy throughout the transition.

General

- Provide admin support for the fundraising team including presentations, meeting minutes, and shared resources.
- Keep up to date with sector news, funding trends, and regional and national networks.
- Attend staff training and development as required.

Scope for Development

We welcome applications from candidates with experience in other fundraising areas, including community fundraising, individual giving, legacy income, and corporate partnerships, and would be keen to explore how this expertise could develop alongside the role over time.

PERSON SPECIFICATION

Essential

- Proven experience writing successful grant applications to trusts and foundations.
- Strong written communication skills-clear, compelling, and tailored to different audiences.
- Excellent organisational skills with the ability to manage multiple deadlines.
- Experience managing reporting processes and gathering evidence across a team.
- High attention to detail in both written work and data management.
- Demonstrated experience of internal stakeholder management, including the ability to coordinate across teams and hold colleagues to deadlines in a collaborative and constructive way
- Systems oriented with strong IT skills
- Comfortable working both independently and collaboratively.
- Commitment to the mission and values of The Music Works.
- The right to work in the UK and located within reach of our Gloucester hub for a minimum of 2 days in the office.

DESIRABLE CRITERIA

- Experience working in the arts and culture, music, or youth sector.
- Knowledge of the wider UK trust and foundation funding landscape.
- Familiarity with CRM systems.
- Experience of other fundraising methods (community fundraising, individual giving, legacy income, corporate partnerships).

Benefits

- Pension at 3% of basic salary
- Flexible working
- Staff training and development opportunities
- Cycle to work scheme (shower facilities at Gloucester hub)
- Enhanced Maternity policy
- Wellbeing and social programme for staff
- Annual leave entitlement: 22 days plus bank holidays
- All the days between Christmas and New Year
- Your birthday off
- Additional unpaid leave by request
- Access to Perks at Work
- A passionate and committed staff team with an inclusive working culture

To apply

Please submit your current CV and a detailed cover letter explaining how you meet the person specification and your previous experience in line with the role responsibilities

Send your application to recruitment@themusicworks.org.uk by 29th June, 5pm. If you have any questions about the role, please feel free to contact us.

The use of AI tools (e.g., ChatGPT or similar) is permitted in the application process. However, we strongly advise against copying and pasting answers from AI tools, as this often results in generic responses. We encourage you to showcase your own experiences, voice, and style in your answers and note that this is particularly important given the communication expectations of this role.

Diversity and inclusion are at the heart of our organisation, and we promote equal opportunities. We believe this can be achieved through attracting, developing, and retaining a diverse range of staff from many different backgrounds who reflect the community we serve. We encourage applications from all backgrounds.

We use positive action under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the disabled, or global majority candidate in order to diversify our staff team.

In line with The Music Works safeguarding policy, this job is subject to enhanced DBS checks and satisfactory references.