



Trusts and Projects Coordinator

Job Description

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| Job Title: | Trusts and Projects Coordinator |
| Reports to: | Head of Development (Trusts and Projects) |
| Salary: | £28,000 |
| Contract: | Permanent |

RSNO Overview

The RSNO is Scotland's national symphony orchestra and one of the five National Performing Companies, supported by the Scottish Government. The RSNO is a symbol of Scottish cultural excellence. Established in 1891, it continues to deliver the highest quality musical experience and enjoyment throughout Scotland, which has been shared by generations.

The External Relations Department

The Director of External Relations leads the External Relations Department. The Team consists of: Head of Marketing, Head of Development (Trusts and Foundations), Head of Development (Individuals and Partnerships), Individual Giving and Partnerships Officer, Trusts and Projects Coordinator, Partnerships Officer, Marketing Manager, Graphics & New Media Designer, Information Services Manager, Communications Manager, Video Producer (Marketing), Programmes Editor and External Relations Officer.

Purpose of the Role

The purpose of this post is to maximise income from the Trusts and Foundations sector through compelling and persuasive funding applications and proposals related to the RSNO's artistic, digital, and creative learning projects. The post-holder will work with teams across the organisation to shape innovative, inclusive and competitive projects; identify funding opportunities for them to generate essential core and project income; monitor project delivery to manage funders' reporting requirements and develop excellent relationships with Trusts and Foundations supporting the RSNO.

Principal Relationships

External:

- Actual and prospective Trust and Foundation supporters at Trustee, Director and Staff level
- Local authorities and other statutory partners
- Other major funding bodies e.g. Creative Scotland

Internal:

- Staff
- Musicians
- Chief Executive
- Chairman and Board members, as directed by the Head of Trusts and Projects
- Internal departments, in particular: External Relations Department, Learning and Engagement Team, Artistic Planning Team.

KEY RESPONSIBILITIES

Trusts, Foundations and Statutory Income Generation

1. Prepare persuasive and compelling project applications and proposals with comprehensive supporting materials to tight deadlines to secure income from Trusts, Foundations and statutory funders against agreed targets.
2. Undertake research to identify new Trusts, Foundations and statutory sources of income for the RSNO.
3. Work closely with the Head of Development (Trusts and Projects), Engagement Team, Digital Team and the Artistic Planning Team to identify, scope and develop creative projects in response to identified funding opportunities.
4. Undertake research to ensure the RSNO's portfolio of projects is forward-looking, inclusive, accessible and competitive within the wider arts sector.
5. Work with colleagues across departments to monitor the delivery of projects funded by Trusts and Foundations.
6. Develop excellent relationships with Trusts and Foundations, liaising with staff, Trustees and Directors, as appropriate. Ensure that key contacts at Trustee and Director level are networked with key individuals across the RSNO, including the Chair, Chief Executive and Director of External Relations.
7. Support the stewardship programme for Trusts and Foundations and other funding partners. This will include swift acknowledgement of all donations, ensuring all reporting requirements are met and ensuring key representatives from the funding bodies are engaged with the RSNO and the projects they are supporting.
8. Maintain an excellent quality standard for written documents and presentations developed by the Trusts and Projects team.
9. Work with Head of Development (Trusts and Projects) to ensure that the outcomes of funding partnerships are clearly defined, agreed in writing and communicated to relevant teams.
10. Develop effective networks in the Trusts, Foundations and Statutory sector, promote the RSNO and use external networks to identify opportunities for support of the RSNO's work.

Project Management and Administrative Duties

11. Regularly attend project meetings of the External Relations and Engagement project group and record project details on appropriate internal progress reports.
12. Develop strong working relationships within the organisation to facilitate effective communication and to enable the development of a strong case for support for RSNO projects and priorities.
13. Prepare progress reports on Trust and Foundations fundraising for discussion with the Head of Development (Trusts and Projects) at regular meetings.
14. Ensure that all records of funding partners and prospects are fully and adequately maintained on Spektrix.
15. Support the work of the Trusts and Projects Team via necessary administrative duties.

16. Adhere to the highest standards of fundraising best practice as set out in the Institute of Fundraising's Code of Practice and ensure that all activities comply fully with relevant Data Protection law and any other relevant legislation.
17. Play a full role in the department with a flexible approach to meet the varying demands of a small team. Collaborate with other members of the team to achieve their targets.
18. Promote and manage invitations to RSNO concerts and cultivation events for representatives of Trusts and Foundations and other funding bodies.
19. In liaison with the Head of Trusts and Projects, identify and undertake professional development opportunities relevant to this role.

Other

20. Undertake concert duties as required.
21. Assist where necessary with other duties, to support the wider External Relations Team.

| Person Specification | Criteria |
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| Educations/qualifications | Degree or equivalent |
| Experience | <ul style="list-style-type: none"> • Experience of writing persuasive, compelling and engaging pieces of work to tight deadlines (required) • Experience of undertaking comprehensive research tasks (required) • Experience of raising income for charities via Trust, Foundations and statutory funders (preferred) • Experience of advocating charitable causes to funders and managing relationships with them (preferred) • Experience of developing and implementing projects, strategies and action plans (preferred) |
| Specific skills | <ul style="list-style-type: none"> • Excellent written communication skills • Excellent research and analytical skills • Ability to prioritise a busy workload and competing deadlines while ensuring targets are met • Ability to understand and convey complex information and communicate this clearly and concisely in compelling and persuasive applications • Excellent IT skills, including database management and Microsoft Excel • Ability to conduct and deliver full project reports and evaluations • Ability to prepare and manage income budgets in Microsoft Excel • Excellent interpersonal skills |
| General competencies | <ul style="list-style-type: none"> • Impeccable attention to detail • Project management • Planning and prioritisation • Working to deadlines • Information management • Relationship management • Able to respond well to change in a proactive and problem-solving manner • The confidence to represent and advocate the RSNO at external events • A 'can-do' attitude and the willingness to assist other members of the team to meet shared objectives • Highly motivated, pro-active and results driven • Highly organised and self-motivated with the ability to remain calm under pressure |
| Knowledge | <ul style="list-style-type: none"> • An active interest in the arts, creative learning projects and digital technologies • An active interest in accessible, inclusive and innovative arts programmes • Understanding of Trusts and Foundations funding trends and patterns (preferred) • Spektrix (desirable) • Membership of the Institute of Fundraising (desirable) • Prepared to work some weekends and evenings (when required) |

Additional Information

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| Location: | The job is based at the RSNO Centre, 19 Killermont Street, Glasgow, G2 3NX with flexibility to work from home on some days |
| Hours of work: | Office hours are 9:00am to 5:00pm or 9:30am to 5:30pm however the post-holder will be expected to work as the job requires, including occasional evening and weekends. |
| Holidays: | 25 days plus 13 public holidays |
| Pension: | Contributory pension scheme available |

Application Process

Applicants should email a CV and covering letter to recruitment@rsno.org.uk for the attention of Kirsten Reid, Head of Development (Trusts and Foundations). Please include your name and the job title in the subject header.

CLOSING DATE: Monday 24 February 2025, 5pm

INTERVIEWS: Friday 7 March 2025 TBC