



The BRIT School
Trusts & Grants Officer
Application Pack
Dec 2024

Trusts & Grants Officer

Part-time (21 hours per week with flexibility)

An exciting opportunity has arisen to join the Development Team at the world-renown BRIT School, famous for nurturing some of the UK's most successful creative talent. Working closely with the Director of Development and Trusts & Grants Manager, the Trusts & Grants Officer will support the growth of The BRIT School's funding from grant-making institutions.

The Team

The Development Team at The BRIT School is focused and experienced consisting of the Director of Development, Corporate Partnerships Manager, Corporate Partnerships Officer, Trusts & Grants Manager and Philanthropy Manager, with a supportive Leadership Team and Board.

With current / recent institutional funders including **Garfield Weston Foundation, Leverhulme Trust, Arts Council England, Dr. Martens Foundation** and **Andrew Lloyd Webber Foundation** - amongst many others - it is an exciting and unique organisation, bringing together world-class education with the creative industries.

You and The BRIT School

This is an exciting time to join The BRIT School team, as we continue to build on our successful trusts and grants programme and the momentum of recent years.

Joining us as Trusts & Grants Officer, you will be at the heart of our efforts to #keepBRITspecial, helping the School to realise its plans and ambitions.

We are looking for someone who has a passion for the ethos and ambition of The BRIT School. As a member of an impactful team, you'll have the autonomy, responsibility and freedom to bring your own creativity, drive and skills to the role, and to make an impact... not only on our fundraising ambitions, but on the lives of the young artists we support.

We would welcome candidates who are looking to move into trusts fundraising from other fundraising backgrounds, or relevant sales environments. We are supportive of - and happy to consider - flexible working arrangements, including hybrid/home working.

The BRIT School is committed to Equality, Diversity and Inclusion, which is the bedrock of our ethos and values.

We look forward to receiving your application, and we hope to meet you soon.

Applicant Information Pack

Closing date

Thursday 9th January 12pm

Interview date

Tuesday 21st January

Contents

- Message from the Principal
- Job Description
- Key Responsibilities
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- Find Us
- How to Apply

A Message from the Principal



Creativity is crucial to the future of our economy and society. For over 30 years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

Young people who choose to come here are given the tools to carve out their career, the space to think and the environment to be themselves. This is a playground with professional boundaries, where the raw talent of 14–19 year-olds meets the nurturing expertise of world-class teachers.

The BRIT School revolutionises the lives of its students; 98% of all students who have graduated find work in a huge range of creative industries, or enroll for higher education or training. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities. As the Good School Guide articulates, *“You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.”* This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.

A handwritten signature in blue ink that reads "Stuart Worden". The signature is written in a cursive, flowing style and is underlined with a single blue stroke.

Stuart Worden
Principal

Job Description

Job Title	Trusts & Grants Officer
Department	Development
Salary	£34,929 to £37,536 FTE (pro rated) (Band 5. Point 19-24)
Hours of Work	Part-time: 21 hours (0.6 FTE) with flexibility considered
Contract Type	Permanent
Staffing Responsibilities Responsible to	None Director of Development

Job Overview

The Trusts & Grants Officer will support the School to grow its income from The BRIT School's funding from grant-making institutions, in line with its Five Year Development Strategy, working closely with the Trusts & Grants Manager, Philanthropy Manager, Arts Colleagues, SLT and Trustees to raise funds for the School to achieve ambitious voluntary income targets.

Key Responsibilities

Main Activities & Responsibilities

- To undertake detailed research into institutional funders who might be able to support the work of the School, incl. those linked to High-Net-Worth Individuals and Corporates
- To build your own portfolio of new funders through timely and compelling approaches
- To look after existing funders through impact reporting and cultivation, seeking to secure/increase longer-term support
- To write reports to existing funders about what they have funded, including supporting report-writing to high-value funders
- To work closely with teaching staff and other colleagues on the monitoring of funded work, to support reporting
- To support the Trust & Grants Manager in looking after key existing high-value partnerships to deepen the relationship, and increase long-term financial support
- To work closely with the Philanthropy Manager on HNWI-related trusts/foundations
- To contribute to the development of clear and compelling proposals to donors, including building excellent internal relationships with colleagues to present strong fundable projects

- To ensure that individuals from our grant funders are invited to relevant events

Events

- Support the Development Team in helping to organise cultivation and stewardship events for donors/prospects, as well as maximise existing opportunities at The BRIT School for such purposes (e.g. performances on/off site).
- Ensure that appropriate donors/prospects/influencers are invited to these events and to attend these events to support donor-care/cultivation.

Administration

- To ensure records for prospects/funders are maintained/updated on our database, to support planning and reporting
- To attend evening & weekend meetings and events as required
- To undertake any other duties or one-off tasks at the reasonable request of the Trusts & Grants Manager

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training align to each of the criteria below.

We would welcome candidates who are looking to move into Trusts & Grants fundraising from other fundraising backgrounds, or from a relevant sales environment who are able to demonstrate relevant experience, motivation, knowledge and passion for the cause.

Criteria	Description	Essential / Desirable
Education & Training	Educated to A-level or National Diploma level (or equivalent)	E
Experience	Minimum one year's experience in a fundraising, sales, marketing, or similar role	E
	Clear evidence of securing four to five-figure pledges from funders/clients	E
	Ability to demonstrate successful application/bid writing	E
	Experience of fundraising for an arts or education organisation and/or school	D
	Experience in fundraising from Trusts, Foundations or funding institutions	D
	Experience of using databases	D
Knowledge, Skills and Qualities	Ability to demonstrate successful proposal writing skills	E
	Excellent interpersonal skills, both in person and phone/Zoom; able to communicate with ease at all level	E
	Excellent written skills, attention to detail and ability to	E

construct compelling written arguments

Excellent administrative and organisational skills **E**

IT literate on MS tools (Word, Excel, Power Point) **E**

Personal Qualities

Energetic, self-motivated, able to use own initiative and work alone as necessary **E**

Willing to work some evenings and weekends for which time off in lieu will be given. **E**

A commitment to the School's mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour. **E**

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

Terms and Conditions

Availability	As soon as possible
Contract Type	Permanent
Hours of Work	Part-time: 21 hours (0.6 FTE) with flexibility considered
Annual Leave	Annual Leave runs 1st January - 31st December. Annual Leave entitlement is 27 days (pro rated), 3 of which must be taken at Christmas shut down.
Salary	£34,929 to £37,536 FTE (pro rated) Band 5. Point 19-24 Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.
Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.
DBS Check	The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
Probation	The post has a six months' probationary period.
Notice Period	This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 4 weeks.
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive two complimentary tickets at the start of the new academic year for any show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £100 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme www.cyclescheme.co.uk
Pension	Support Staff are automatically enrolled in the Croydon Council Pension Scheme.
Counselling Service	The BRIT School offers a free in-house counselling service.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	Library – The School has a very well stocked library with not only books, but magazines, journals, music and DVD's which staff are very welcome to utilise.

About Us

School Overview

The BRIT School is the first, largest and leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole lot more.

Former Students have so far won 12 BRIT Awards, 19 Grammys, 2 BAFTAS and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award and 2 London Evening Standard Awards.

Our Mission

To prepare young people for careers in the creative and performing arts.

Our Values

- Original
- Responsible
- Ambitious
- Kind
- Inclusive

Vision

- To train and educate young people for future careers in Performance and Creative Arts industries.
- To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for life in the arts.
- To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.
- To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.
- To be a role model for other schools and organisations in its community work.

Development at The BRIT School

Alongside funding from the DfE and The BRIT Trust, The BRIT School has a strong and growing programme of fundraising from Corporates, Institutions, Major Donors, BRIT Parents and BRIT Alumni. Some of our current organisational supporters are noted below:



With special thanks to



Voluntary income continues to grow at The BRIT School, and we raised over £1.6m in 2023/24, with over ¼ from Institutions. Alongside the companies and organisations noted above, we are also supported by the generosity of individuals, and we're in discussion with many other high-profile brands and institutions to create exciting new partnerships and develop our programmes.

The potential for growth in fundraising is significant and you will be joining at an exciting moment in the history of this special organisation.

#BRITtransforms

Location

The BRIT School is located in Selhurst, Croydon (Greater London).

60 The Crescent, Croydon CR0 2HN



How to Apply

To apply, please complete our [1. Application form](#) available on our website in the 'Work for Us' Section.

CV's without an application form cannot be accepted.

Closing date

Thurs 9th January 12pm

Interview date

Tuesday 21st January

The interview will consist of a 45-60 minute panel interview, plus a short task.

Prior to taking up the post, an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1500 x 14–19 year old students

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website www.brit.croydon.sch.uk

