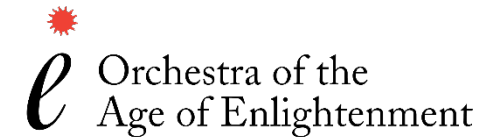




Head of Grants (maternity cover)

Welcome to the OAE



Thank you for your interest in applying for the role of Head of Grants (maternity cover) with the Orchestra of the Age of Enlightenment. This recruitment pack should contain all the information you need to put together a successful application, but if you need any further information or to receive this pack in an alternative format, please email recruitment@oae.co.uk or call 02081599184.

We are always striving to make the OAE an exciting and inspiring place to work and this couldn't be better represented by our relocation to Acland Burghley School in north London, of which more later.

If you want to explore more of what the OAE does, we would suggest delving into some of our videos on our [YouTube channel](#), especially our popular video [Introducing the Baroque Theorbo](#). We are also very proud of our newly renovated offices in the school, so why not have a look at our [office](#) and [library](#). Finally, if you would like to find out more about the Orchestra, how we began, what it means to be 'a period instrument orchestra' and how we are run by our players, have a look at this [blog post](#) on our website.

We look forward to receiving your application.

Crispin Woodhead, OAE Chief Executive



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About the OAE

The Orchestra of the Age of Enlightenment (OAE) specialises in historically informed performance. It is governed by its players and works with its Principal Artists who include Sir Simon Rattle and Sir Mark Elder as well as soloists such as Nicola Benedetti, Roderick Williams and Gerald Finley. The Orchestra aims to bring the very best of the period music tradition to today's audiences in performances characterised by artistry, integrity and adventure.

The OAE is Resident Orchestra at Southbank Centre and Associate Orchestra at Glyndebourne Festival Opera. The orchestra tours globally and, through a wide range of education projects, engages with thousands of people across many parts of Britain.

In 2020, we became the very first orchestra in the UK to take up residence in a school. We are immensely proud of our embedded education partnership with Acland Burghley School, and that we can share the next chapter of the OAE story with the wider Camden community.



Role overview

Responsible to: Development Director

We are seeking a skilled and experienced fundraiser to be our Head of Grants.

The OAE Development team raises over £1.3m annually. The Head of Grants role will play a vital role in securing funds towards this target and be responsible for Trusts and Foundations as well as supporting with Statutory funding.

The successful candidate will raise funds to support the OAE's concert activity, education work and our pioneering residency in Acland Burghley School. This role will work closely with two part-time Trusts and Foundations freelancers and the CEO, as well as the Development Director and the rest of the Development team.

The OAE already has a wide range of Trusts and Foundations as supporters, many of which make major contributions. The successful candidate will work closely with existing supporters whilst also looking to grow Trusts, Foundations and Statutory support for the organisation.

The Development team consists of a Development Director, Head of Individual Giving, two Development Officers, a part-time Trusts and Foundations freelancer, and the Ticketing and Data Manager (who works 50:50 with Development and Marketing).



Key responsibilities

Trusts and Foundations

- Manage a portfolio of trusts, foundations and livery company supporters and prospects
- Research prospective trusts, foundations, livery companies and senior volunteers
- Create comprehensive and exciting proposals for support the OAE's work, including for our concerts, Acland Burghley residency, national education programme and emerging artist programmes, working with the CEO, Education Director and Projects Director
- Plan and deliver a year-round schedule of grant applications and reporting to achieve the annual Trusts and Foundations target
- Oversee the stewardship of Trusts and Foundations supporters, including events, regular communications and gift administration.
- Work with OAE's two freelancer Trust and Foundation writers to plan funding applications and to report on existing grants
- Plan events and visits for Trust and Foundation staff and Trustees

Statutory

- Support the CEO, Development Director and other members of the OAE team with Arts Council England stewardship and reporting (the OAE is an NPO organisation 2023-26)
- Research and keep up to date with prospective and relevant Government, Greater London Authority (GLA) and local funding schemes

OAE Board and Trust

- Work with members of the OAE Board and Trust to identify links to Trustees of Trusts and Foundations and livery company members

Data management

- Record, analyse and manage data on our CRM system, Tessitura, ensuring maximum revenue generation
- Ensure compliance with all Data Protection and GDPR legislation and maintain all necessary correspondence with the Fundraising Regulator



Person specification

Essential:

- Proven track record of securing gifts of at least £1,000 from Trusts and Foundations
- Excellent writing skills
- Excellent IT skills (Microsoft Office and Excel)
- Experience of using Tessitura, Raisers Edge or similar CRM database
- Experience of monitoring, reporting and forecasting
- Experience of working with teams across an organisation
- Experience of representing an organisation to key stakeholders and working with senior volunteers, for example Trustees
- Target-focussed with effective time management, prioritisation and planning skills
- Excellent attention to detail
- A collaborative team player with a creative flair for identifying new streams of fundraising and relating these to artistic activity



Acland Burghley School

In summer 2020 the OAE moved into Acland Burghley School in Camden, North London. The residency – a first for a British orchestra – allows us to live, work and play amongst the students of the school.

Three offices have been adapted for our administration team, alongside a recording studio/library. The Grade II listed school assembly hall is used as a rehearsal space, so for the first time, we are all in the same place: players, staff and library!

The school is not just the OAE's landlord or physical home. Instead, it offers the opportunity to build on twenty years of work in the borough through OAE's long-standing partnership with Camden Music. Having already worked in eighteen of the local primary schools that feed into ABS, the plans moving forward are to support music and arts across the school into the wider community. This new move underpins the OAE's core 'enlightenment' mission of reaching as wide an audience as possible.

The move has been made possible with a leadership grant of £120,000 from The Linbury Trust, one of the Sainsbury Family Charitable Trusts. Their support has facilitated the move to the school and is underwriting the first three years of education work.



How to apply

Please apply by completing the application form and sending it along with your cover letter to Edward Shaw, Chief Operating Officer, at recruitment@oae.co.uk.

Deadline

17:00 on Friday 6th June. Applications received after the deadline may not be considered.

Equality & Diversity Monitoring

We request that all applicants complete our online [Equality and Diversity monitoring form](#).

Interviews

Shortlisted candidates will be invited to interview the week commencing 16th June to be held at the OAE's Office in Tufnell Park, London.



Information

Safeguarding

If we make you an offer of employment following a formal interview, employment with the OAE will be conditional on completing a self-disclosure form and passing an enhanced DBS check. If you have been resident overseas for three months or more in the past five years, we will also apply for a criminal record check in that country. Candidates will also be required to provide the details of at least two referees when applying. As the OAE is based in a school, we expect all candidates to familiarise themselves with the fundamental concepts of safeguarding. For more information, please visit the [NSPCC website](#).

Equality

As an equal opportunities employer, we welcome applications from all suitably qualified persons. However, as Black, Asian and minority ethnic (BAME) and disabled people are currently under-represented within the OAE, we would particularly welcome applications from BAME and disabled applicants. All appointments are made on merit.

Eligibility to work

All applicants should be eligible to work in the UK. If you are invited for interview you will be required to bring your passport and any relevant visas or permits to prove your eligibility to work in the UK.

Candidates must be over 18 years of age.



Terms of employment

Salary: £48,000 gross per annum (pro-rated if part time).

Tenure: Fixed-term of 1 year, starting in August 2025.

Contract: 3 to 5 days per week, depending on the successful candidate.

Holidays: 20 days per year (pro-rated if part time) plus statutory holidays.

Pension: The OAE operates a workplace pension scheme.

Probationary period: Probationary period of three months. Notice during probationary period of one month and three months' notice thereafter.

Office hours: 9.30am – 5.30pm at the OAE offices, Acland Burghley School, 93 Burghley Road, London NW5 1UH with the option to work some days from home.

Flexible working: The OAE operates a flexible working policy. The OAE also operates a Time Off in Lieu policy.

Benefits*: Complimentary OAE concert tickets; cycle to work scheme; free winter flu jab vouchers and eye test vouchers; lunch, tea & coffee provided in the OAE office; additional annual leave over the Christmas period.

The Orchestra of The Age of Enlightenment is a Registered Charity No. 295329 and a Registered Company No. 2040312

*Please note these benefits are non-contractual and subject to change without notice.