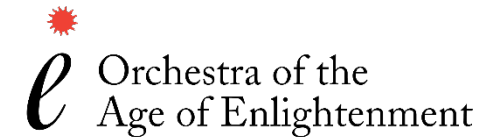




Head of Individual Giving (maternity cover)

Welcome to the OAE



Thank you for your interest in applying for the role of Head of Individual Giving (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 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 Officer



Supported using public funding by

**ARTS COUNCIL
ENGLAND**



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.

"Britain's indisputably best period instrument ensemble"

The Independent



Role overview

Responsible to: Development Director

Line manages: Development Officer & Development Officer (Philanthropy & Business)

We are seeking a skilled fundraiser to be our Head of Individual Giving (maternity cover).

The OAE Development team raises over £1m annually. The Head of Individual Giving will play a vital role in securing funds towards this target and be responsible for all Individual Giving, including our popular Patrons and Friends programmes.

The successful candidate will raise funds to support the OAE's concert activity, education work and our pioneering residency in Acland Burghley School. In this role you will line manage the two Development Officers and you will work closely with the Development Director, the rest of the Development team and the CEO.

The OAE has a loyal and generous family of individual supporters, and you will manage the delivery of high-quality stewardship for these supporters through communications, regular meeting and special events, including a Gala, celebrating OAE's 40th anniversary in June 2026. You will also work with the Development and wider OAE team, as well as Trustees and players, to build a network of prospective supporters, introducing them to the OAE's work through concerts, visits to Acland Burghley School and supporters' events.

The Development team consists of a Development Director, this Head of Individual Giving role, two Development Officers, a Head of Grants, and the Ticketing and Data Manager (who works 50:50 with Development and Marketing).

"The OAE seems unusually blessed in attracting interesting, passionate music-lovers whose support and commitment enriches our own musical experience."



Key responsibilities

Individuals

- Manage a portfolio of individual supporters and prospects
- Research prospective individual supporters and senior volunteers
- Create an extensive pipeline of prospective individual donors on Tessitura and create effective strategies for cultivating these prospects and tracking their progress
- Ensure Friends' and Patrons' donations and direct debits are recorded accurately on Tessitura
- Oversee the stewardship of individual supporters, including events, regular communications, gift administration and delivery of benefits
- Oversee the management of the Friends scheme with the Development Officer, devising and implementing recruitment and upgrade initiatives, renewals and direct debits
- Direct the OAE's legacy programme, including soliciting bequests, drafting and managing print and being the key liaison point for legacy pledgers
- Work with the Development team to plan and implement fundraising campaigns for the OAE's work at Acland Burghley School and other special projects
- Plan and manage Patrons' trips, galas and other development events
- Attend OAE concerts in London and occasionally outside London/abroad, primarily to steward the OAE's Friends and Patrons
- Support the Ticketing & Data Manager in booking tickets for friends, patrons and other members of the public
- Work with members of the OAE Board and Trust to identify prospective individual supporters



Key responsibilities

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.

Other duties

- Line manage the Development Officers, providing necessary support and guidance including annual appraisals and regular reviews
- Support the Finance Department in ensuring all financial records are accurate and up to date and supporting Gift Aid and Annual Audit reporting
- Other duties related to the Development Department and wider organisation as required.

Person specification

- Proven track record of securing gifts of at least £1,000 from individuals
- Excellent writing skills & IT skills (Microsoft Office and Excel)
- Experience of using Tessitura, Raiser's Edge or similar CRM database
- 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-focused with effective time management, prioritisation and planning skills
- A collaborative team player, with line management experience and 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, a 1,200-pupil state comprehensive school in Camden, North London. The residency – a first for a British orchestra – allows us to live and work amongst the students at the school.

Three offices have been adapted for our administration team, alongside a filming studio and library. The Grade II listed school assembly hall is used as the OAE's 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; this pioneering partnership - now recognised nationally - gives the majority of students their first encounter with live orchestral music as well as providing students with opportunities to build creative, technical and administrative skills. This partnership underpins the OAE's core 'enlightenment' mission of reaching as wide an audience as possible.

The move to Acland Burghley School was made possible with a leadership grant of £120,000 from The Linbury Trust, one of the Sainsbury Family Charitable Trusts. Theirs and others' support enables us to maintain our base at ABS and produce a year-round programme of work at the school.

This imaginative partnership takes collaboration between professional artists and the public education system into new and exciting territory in which creativity has a part to play in all aspects of the curriculum."

Sir Nicholas Serota, Chair, Arts Council England



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 Sunday 12th January 2026. Applications received after the deadline may not be considered.

Interviews

Interviews will be held the week commencing 12th January 2026 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 passing an enhanced DBS check. 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.

Candidates must be over 18 years of age.



Terms of employment

Salary: £48,000 gross per annum

Tenure: Full time, 5 days per week

Contract: Fixed term of 10 months, with an expected start date from early March 2026. There may be a possibility for extension.

Holidays: 20 days per year plus bank holidays

Pension: The OAE operates a workplace pension scheme

Office hours: 9.30am – 5.30pm at the OAE offices, Acland Burghley School, 93 Burghley Road, London NW5 1UH.

Flexible working: The OAE operates a flexible working policy. The demands of this role are such that the successful candidate will be required to spend the majority of their working hours in the OAE's office or at various locations around London and occasionally around the UK. 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.

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

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