



## Job Description

**Job Title:** Grants, Trusts & Foundations Manager

**Responsible to:** Development Director

### Bristol Music Trust

Bristol Beacon is a music charity, renowned venue and award-winning music education hub. We're here to help make space for music every day, with everyone. We do this through a remarkable programme of live music performance, participation and education. Our vision is to unite people through the joy of live music, and believe that doing so has the power to create a better society for all of us.

Part of Bristol's cultural heritage for 150 years, Bristol Beacon has hosted some of the world's greatest musicians from Ella Fitzgerald to The Beatles to London Symphony Orchestra. We strive to be a symbol of hope and community, a focal point for music and a place of welcome, warmth and light.

Operated by Bristol Music Trust since 2011, in 2018 we embarked on a major capital transformation of our venue to create a world-class concert hall for the city and region, with accessibility and inclusion at its core. Hailed as one of the most significant investments in cultural infrastructure in the UK in recent times, we reopened in November 2023 with a programme that included landmark commissions, celebrations of Bristol artists and performers, star names in music and comedy, and a blockbuster Orchestral season. With an ambitious ongoing programme of concerts, gigs, festivals, conferences and more, and with new spaces dedicated to education and talent development, we anticipate hosting 800 events and welcoming 400,000 visitors per year from across Bristol, the Southwest and internationally.

As an organisation we are equally and increasingly recognised nationally for our work to grow music education and participation. We have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music Education Hub lead for Bristol, we deliver the National Plan for Music Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led Transformation Promise programme is backed by strategic funding partners, and includes working with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

We are showing further sector leadership through our sustainability commitment to become the first UK concert venue to achieve Net Zero.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference and place great importance on inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

### **The Development Team**

The Development Team at Bristol Beacon handles generating income from a diverse range of sources, including grant funders, corporate sponsors, trusts and foundations, public bodies, and individual supporters. In addition to fundraising, the team plays a key advocacy role, championing Bristol Beacon's mission and work to enhance its visibility, influence, and impact across the city and wider community.

### **Purpose of Job**

The Grants, Trusts & Foundations Manager handles generating income from charitable trusts, foundations and statutory sources to support Bristol Beacon's programmes and charitable work. Collaborating closely with colleagues across the organisation, the post-holder will research opportunities, develop compelling applications, and steward funders. This collaborative approach ensures that funding proposals are rooted in organisational need, reflect the impact of our work, and help build lasting relationships with supporters.

### **Key Responsibilities and Key Related Competencies**

#### **Strategy & Planning**

- Develop and deliver an annual strategy to raise income from trusts, foundations, and statutory sources in line with organisational priorities.
- Contribute to the strategic development of Bristol Beacon's fundraising approach, identifying long-term funding opportunities aligned with organisational growth.
- Monitor income performance against targets and contribute to team forecasting and planning.

#### **Fundraising & Proposal Development**

- Research and identify new funding opportunities and maintain a robust pipeline of prospects.
- Write high-quality, tailored funding applications, proposals and reports to meet deadlines.
- Support the Development Director with the preparation of complex, multi-year funding bids.

#### **Relationship Management & Stewardship**

- Manage relationships with funders, ensuring timely reporting, acknowledgements, and excellent stewardship.
- Develop and implement stewardship plans, including funder visits, events, and tailored communications.

#### **Collaboration & Reporting**

- Work closely with programming, creative learning & education, and finance teams to gather information, budgets and evaluations for proposals and reports.

- Support the Development Director in preparing board reports and funder briefings.
- Maintain accurate records of funding activity on the CRM (Spektrix).

### Employee Specification

**Essential** – The role holder **must** have the following **Core and Role Specific** competencies.

#### Core Competencies:

##### **Communication**

- Able to communicate in a professional and friendly manner.
- Listens to the views and issues of others.
- Conveys and receives information effectively and builds positive working relationships both internally and externally.

##### **Adaptability/Flexibility/Problem Solving**

- Adapts and works effectively in different situations, in order to carry out a variety of tasks and remains calm and level-headed under pressure.
- Remains positive and puts difficulties into perspective.
- Reliable and flexible in response to work priorities and issues.

##### **Customer Service**

- Provides an excellent level of customer service both internally and externally.
- Seeks to provide added value where appropriate.
- Understands customer requirements and is able to deliver services to meet a diverse range of needs across the organisation.

##### **Planning and Organising**

- Able to organise and manage their own time effectively.
- Able to prioritise and manage their own workload in an efficient manner.
- Responds to changing priorities.
- Meets deadlines and completes work to schedule.

##### **Teamwork**

- Works co-operatively and flexibly with peers to achieve common goals.
- Ability to work effectively as part of a team.
- Proactive in taking on additional tasks.

#### Role Specific Competencies:

- A proven track record of securing grants from trusts, foundations and/or statutory funders.
- Excellent written communication skills, with the ability to craft compelling and persuasive cases for support.
- Strong research and analytical abilities, with a keen eye for detail.
- Effective time management skills, with the ability to manage multiple deadlines and work independently in a challenging environment.
- A sound understanding of the charitable and arts funding landscape in the UK.
- Ability to engage confidently with senior stakeholders and funders.

The following would be desirable:

#### Other

- Experience working within a performing arts or cultural organisation.
- Familiarity with CRM or fundraising databases (e.g., Spektrix, Raiser's Edge, Salesforce).
- A genuine interest in music and the arts.
- Experience of capital fundraising or large-scale project funding.

#### Occasional Duties

The role holder will carry out any other duty that is reasonably required.

#### Special Conditions

This role requires flexibility, including occasional evenings, weekends, and bank holidays to support stewardship and key events. These hours will be agreed in advance with your line manager, in line with Bristol Beacon's operational needs.

#### Place of Work

Your usual place of work is Bristol Beacon, Bristol, but you may be required to work at other locations that are reasonably placed including Beacon Music Centre in Southmead.

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Date created / modified: May 2025

Created by: Adrian Riches, Development Director

Approved by: BB HR

#### Outline of Terms and Conditions:

Role:	Grants, Trusts and Foundations Manager
Salary:	£32,985 per annum (£26,744.60 pro-rata)
Contract:	Permanent
Hours:	Part-time, 30 hours
Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service
Probationary Period:	6 months
Pension:	Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution

#### Application Procedure

To apply please complete the application form on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team. **Please use our Application Guidance when writing your application in order to make the best of your application and to be aware of what we are looking for in shortlisted applicants.**

If you require our application form in an alternative or if you need to provide your application in a different way or have questions about the recruitment process for the role, please contact our People Team [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

Reasonable adjustments will be made for applicants if required, please let us know if you have any needs. **We particularly encourage and support applications from disabled and ethnically diverse backgrounds as these groups are currently underrepresented within the arts and culture sectors**

If you have specific question about the role, then for an informal chat please contact the People team on [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

Closing date: 9.00am on Wednesday 28<sup>th</sup> May 2025

*Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.*