



**SOUTHBANK  
SINFONIA**

# DEVELOPMENT ASSISTANT





## SOUTHBANK SINFONIA

Southbank Sinfonia is an orchestra of young professionals described by *The Independent* as 'a hugely talented young ensemble whose performances are always theatrical'. It is internationally recognised as a leading orchestral academy, each year bringing together 33 of the world's most promising graduate musicians to provide a much-needed springboard into the profession.

Its annual fellowship offers unparalleled opportunities to gain crucial experience in orchestral repertoire, chamber music, opera, dance and theatre - often in partnership with leading performing arts organisations including the Royal Opera and Academy of St Martin in the Fields. From giving the first ever performance of Mozart's Requiem at Notre-Dame to taking centre-stage in the National Theatre's acclaimed production of *Amadeus*, Southbank Sinfonia ensures new generations of musicians enter the profession with the ever-broader palette of skills required of them, and also encourages them to question and challenge what classical music can and should be in the modern world.

Alongside this, specialist development sessions that embrace leadership and communication provide each musician with the professional toolkit required to pioneer their own future musical ventures. To date, over 500 musicians have completed the programme, with alumni going on to play in prestigious orchestras across the world and pursuing rewarding portfolio careers combining orchestral playing with education, teaching and more.

Founded in 2002 by Music Director Simon Over, the orchestra is based at St John's Waterloo in the heart of London where its musicians bring their own exploratory impulse to bite-sized Rush Hour Concerts. By virtue of their youth, energy and excellence, Southbank Sinfonia players not only present fresh resonance on stage but are also ideally placed to act as role-models who inspire many younger musicians on London's Southbank and beyond.

Enabling players to devote themselves fully to the experience, every place is free and every player receives a bursary. Making this possible is a family of supporters – individuals, trusts and organisations – who recognise the players' potential and relish following their remarkable progress and the spirit they exude in performances.

[southbanksinfonia.co.uk](http://southbanksinfonia.co.uk)

## ROLE OVERVIEW

At Southbank Sinfonia fundraising is personal, creative and transformational. We are a vibrant and innovative organisation at an exciting stage in our development and, as our ambitions and scope grow and diversify, so must our donor base.

The Development Assistant is a crucial role in a busy team, ensuring that our supporters are at the heart of all that we do and that we never lose the personal touch. An extensive programme of concerts and events in London and beyond, including our annual festival in Italy, provides wide-ranging opportunities for donor engagement, and the development team are in daily contact with the young musicians on our programme.

Working closely with the Development Director, Development Manager, and Trusts & Foundations Manager, the Development Assistant will take pride in ensuring all fundraising activity operates upon organised and compliant systems. As a public facing team, we enjoy getting to know our audiences and spending time with our supporters, keeping them up-to-date with all that is going on with our diverse programme. We also help the musicians in the orchestra learn the skills needed to ensure that they can fundraise for their own future careers.

Southbank Sinfonia offers an inspiring, collaborative and supportive working environment with opportunities for personal and professional development. As part of our small, dedicated team, you will get to develop a wide range of skills, own a range of key responsibilities, and have a valued voice within the organisation. Taking on this role, you will get to play a significant part in the ongoing success and momentum of one of Britain's most exciting orchestras.

## KEY RESPONSIBILITIES

- Processing and recording fundraising income in line with Southbank Sinfonia's accounting procedures.
- Maintaining accurate departmental records for donors and donations on our fundraising database as well as filing and recording data and materials in accordance with general data protection regulation.
- Monitoring and ensuring the effective application of Gift Aid on donations and generating monthly Gift Aid claims.
- Ensuring that supporters are credited correctly in promotional materials and that a positive case for support is always presented.
- Working with colleagues across the organisation to help ensure consistent and appealing messaging in all communications.

- Preparing, delivering and following up on a wide range of supporter events together with colleagues and the musicians on our programme.
- Ensuring supporters have a great experience at the annual Anghiari Festival in Italy and helping to deliver a range of supporter events at the Festival itself.
- Providing a front-of-house presence and acting as an advocate for Southbank Sinfonia at performances and events.
- Providing general assistance to other members of the development team and assuming other tasks within the scope and responsibility of the role as required.
- Working collaboratively across the organisation and contributing to its strategic direction.

## PERSON SPECIFICATION

Southbank Sinfonia is proud to provide a springboard into the profession, not just for the musicians on our programme but also for the staff in the office. Development is at the heart of all we do and so we are seeking someone who brings an entrepreneurial spirit to their work, who will confidently embrace the many opportunities inherent in this role, and who will be able to work independently as well as part of a team.

You should possess the following skills and motivations:

- Outstanding organisational skills
- Meticulous attention to detail
- High standard of computer literacy, including Microsoft Office
- Confidence and sensitivity in communicating with a wide range of people, in person and in writing
- Ability to work proactively, collaboratively and at a fast pace, balancing numerous priorities and fulfilling them all with efficiency
- Interest or background in classical music and in working with young people
- Understanding and enthusiasm for what Southbank Sinfonia aims to achieve for young musicians and the music profession.

## TERMS OF EMPLOYMENT

The role of Development Assistant is full-time. Regular hours of work are Monday to Friday, 9.30am - 5.30pm but flexibility is required due to regular evening and some weekend commitments for which a TOIL policy is in place.

Southbank Sinfonia's base and offices are at St John's Waterloo, Waterloo Road, London, SE1 8TY, but the role necessitates attending concerts and events across London and sometimes further afield.

Annual leave is 25 days plus statutory bank holidays.

Salary: £22,000.

Southbank Sinfonia operates an occupational pension scheme via NEST.

## HOW TO APPLY

The closing date for applications is midday on Tuesday 3 December 2019.

To apply, you should email the following (saved as one document) to Peter Smith, Administration Manager on [peter@southbanksinfonia.co.uk](mailto:peter@southbanksinfonia.co.uk) by the closing date:

- a covering letter detailing your interest in and suitability for this role.
- an up-to-date CV of no more than two pages outlining your relevant employment, skills, experience and qualifications.

Please note that late or incomplete applications cannot be accepted.

As part of our commitment to equality, inclusion and diversity (EDI) we invite all applicants to complete an equal opportunities monitoring form. This short questionnaire is anonymous and is not linked to your application but provides us with invaluable data to enable us to reach our EDI goals. You can find the questionnaire by clicking [here](#).

All applications are anonymised with personal details removed before shortlisting.

Interviews for shortlisted candidates will take place in the week beginning 9 December.

If you would like to find out more about the role or would value an informal conversation about how it may suit you at this stage in your career, we would be very happy to hear from you. Please contact Claire Goddard, Development Director on 020 7921 0377 or [claire@southbanksinfonia.co.uk](mailto:claire@southbanksinfonia.co.uk).