

DRAKE
MUSIC
SCOTLAND





Drake Music Scotland is currently seeking an individual to take on the role of Development and Evaluation Manager within the organisation.

“Drake Music Scotland has benefitted me hugely by the establishment of the Digital Orchestra. It has enabled me to work with professional musicians and in challenging and rewarding projects to be involved in. It’s a great avenue for those who always have enjoyed music and dreamt of playing it in an orchestra but know they couldn’t play in a conventional orchestra.”

Rhona Smith, DMS musician

(pictured on cover, credit KK Dundas)

Our Work

At Drake Music Scotland we put disabled musicians, creative artists, ensembles and learners at the heart of our work, creating opportunities for them to have their voices heard and to achieve their musical ambitions. Pre-Covid our Artistic Programme included a range of performance projects and concerts, many in partnership with other arts and music organisations including the Cumnock Tryst, Hebrides Ensemble, Royal Conservatoire of Scotland and *soundfestival*. We have developed several international partnerships with organisations that share similar approaches using innovative music technologies allowing disabled musicians to develop independence and control, and we created Figurenotes notation software based on this highly accessible approach from Finland.

Our Future Aims and Objectives

From 2022 our re-envisioned Artistic Programme, **DMS Create**, will be disabled artist led, with projects to support disabled and neurodiverse artists, music creators and performers to curate, co-create, develop and produce high quality artistic work. We will work collaboratively with our musicians and partners on a programme of career and opportunity development, and realise a range of exciting events including performances by our Digital Orchestra and other ensembles in a range of settings and on digital platforms. We will endeavour to remove disabling barriers to full participation in the music sector in Scotland and beyond, ensuring mainstream opportunities for career development are maximised at every stage.

Our music education programme **DMS Learn** will continue to build on our excellent track record of leadership in our sector in a refreshed national drive towards making Scotland a world centre for excellence and inclusion in music education with partners from across the formal and informal sectors. We will support the transitions of young disabled people to strengthen musical pathways through and beyond school, offering work experience, mentoring and training with a focus on disabled people moving into the workforce.

Our specialised body of expertise is based on the research and development of innovative music technologies and inclusive practice is the bedrock of our artistic work and our leading CPD and training programme for practitioners in Scotland, the UK and internationally. We will continue to develop our leadership role and training offer.



Credit: Anne Binckebanck

Development and Evaluation Manager

This is an exciting opportunity to lead the Development function at a dedicated, nationally recognised charity, in a full-time role. The post-holder will play a crucial part in communicating this new vision to our stakeholders. The successful candidate will have a high degree of autonomy over the management of our fundraising portfolio, with many opportunities to contribute to the wider strategic development of the organisation through our marketing and communications activity, and implementing new data collection and evaluation processes. The post-holder will benefit from training & professional development and flexible working opportunities.

Current Financial Position

DMS is currently a recipient of Creative Scotland Regular Funding which continues until end March 2023. We have an excellent track record of support from a wide portfolio of funders, including the Youth Music Initiative, Local Authorities and 20+ trusts and foundations, many of which are regular supporters, alongside corporate and individual donors. The post-holder will inherit a network of well-established relationships while having the opportunity to explore new cost- and time-efficient opportunities to maximise income. Our projected annual income for 2021-22 (our financial year ends June 30th) is approximately £530,000. In 2021-23 the projected income figure rises to approximately £560,000. A considerable proportion of this has already been secured. You will play a key part in our aim to raise in the region of £200,000 to support an ambitious and growing programme of work over the next 18 month period.

Main Responsibilities

To work with the Chief Executive and senior team to maximise income generation for Drake Music Scotland through planning and implementing a successful portfolio of fundraising activities to support our programme of work, including written applications to public bodies and trusts & foundations and other activities to maintain existing relationships with funders and partners and build new ones.

Lead on the management of information and data collection in the organisation to support reporting, monitoring and evaluation of our Aims and Objectives and be responsible for developing and implementing processes to improve internal systems.

Develop and build opportunities to promote Drake Music Scotland and associated artists' work through our communication channels and contact with funders, individuals, partners, media, contributing to DMS's own and other relevant media campaigns ensuring that the voices and experiences of our disabled participants and associated artists are to the fore.

"Seeing and hearing [Drake Music Scotland's] work is a revelation and always moving."

Sir James MacMillan, Composer & DMS Patron (pictured back row, fourth left)



General Terms and Conditions

Title:	Development and Evaluation Manager
Hours:	Full time – 35 hours per week
Location:	DMS Edinburgh Base with hybrid working model as an option
Salary:	£31,000
Holiday:	35 days per annum
Probation:	3 months
Duration:	Permanent appointment
Pension:	Group Stakeholder Pension Plan
Line Manager:	The Chief Executive
Responsible for:	Fundraising volunteers*

*In addition, the post-holder will take the lead in requiring team members to fulfil data-gathering and evaluation tasks and work with the Chief Executive to ensure these requirements are met.

All other terms & conditions are as per General Terms & Conditions in the Drake Music Scotland Staff Handbook as updated May 2020.

How to Apply

This Recruitment Pack is available through our website, by email, or by phoning Drake Music Scotland - see contact details below.

Please read through the role responsibilities and person specification in this document carefully including the Detailed Job Description below. Please also look at our website: www.drakemusicscotland.org.

If you have a disability or long-term health condition, childcare responsibilities or are affected by any other factors such as a poor internet connection that may make the recruitment process more challenging or prohibitive, please do get in touch with us at: info@drakemusicscotland.org or call 0131 659 4766 to discuss any Access needs or requirements.

To apply, please send a CV and covering letter of no more than 2 pages of A4 detailing why you are suitable for this role with Development Manager Application in the subject line to: thursasanderson@drakemusicscotland.org by **Monday 22 November 2021 at Midnight**.

We request that you also let us know where you saw the role advertised and complete and attach our **Equal Opportunities Monitoring form**, which will be stored separately and used for monitoring purposes only.

Equalities

Drake Music Scotland is committed to creating a diverse and inclusive workforce. We welcome all applicants including those who are disabled or have long-term health conditions or are from other Protected Characteristic groups. We will offer a guaranteed interview to disabled applicants with the required qualifications and experience. Once a person has been selected for the post, our flexible working policy will be applied and we will make reasonable adjustments to suit you.

Although the post is advertised as full time, we are willing to consider proposals for other working arrangements that might suit you such as alternative working hours and part time working. If you have a keen interest in the post and have questions about it, the Chief Executive Thursa Sanderson is happy to discuss them with you. To arrange a call please contact us by email or phone as in the How to Apply section below.

Our Equal Opportunities Policy states that for recruitment purposes, person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates will be assessed objectively against these requirements. We can also accept audio or video applications, and any other format that might work best for you.

We are happy to provide information in alternative formats. If you are unable to submit an application by email, please give us a call on 0131 659 4766 to discuss other options.

Interviews will be via Zoom and any access requirements will be met. If Zoom is not suitable, arrangements can be made for a face-to-face interview.

Target Dates

We aim to shortlist candidates by end of November and carry out interviews in the week of **Monday 29 November 2021** with a view to the successful candidate starting in **January 2022**.

Person Specification

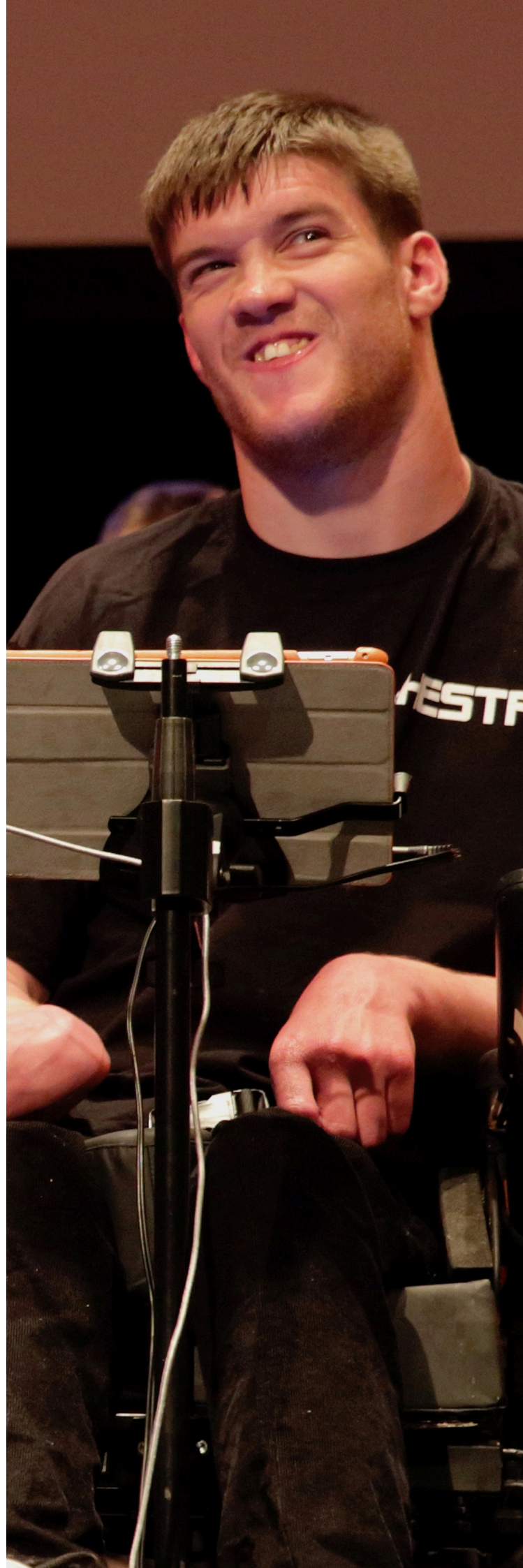
The ideal candidate for this role will be someone with a passion for the arts and music and a keen interest in Equalities with an understanding of the social model of disability. You will have fundraising experience and skills in an arts & cultural/ charitable environment or in an equivalent context. You will relish having the autonomy to develop other aspects of the role, particularly innovative approaches to data and evidence gathering and evaluation.

Essential

- Relevant degree or equivalent qualification or equivalent level of experience
- Demonstrable experience in fundraising including writing applications to trusts & foundations, and/ or public funding bodies, individuals and corporate bodies
- A track record of securing funding and meeting fundraising targets
- Ability to meet funders' requirements and excellent report writing skills
- Ability to work independently with a proactive approach to identifying and sourcing new opportunities
- Experience of producing budgets and financial reporting
- Excellent communication and interpersonal skills and ability to build and maintain relationships with a broad stakeholder base
- Ability to prioritise workloads and co-ordinate workflows with other team members to meet deadlines for bids or for reporting purposes
- Keen understanding of the importance of evaluation and ability to develop and manage processes to improve this area, working with other team members
- Keen understanding of the value of telling our story and promoting our work with the skills to positively develop our marketing and publicity activities

Desirable

- Knowledge of current legislative frameworks and best practice within the charitable sector including GDPR
- Excellent IT and Social Media Communications skills



Responsibilities: Fundraising Activities

- Implement an annual fundraising activity plan to maximise income generation in support of the programme, draw up and submit fundable and fully costed proposals that closely match funders' criteria and make compelling cases for support with strong evidence of need.
- Respond to offers of support in a timely and efficient manner ensuring requirements including deadlines for submission, reporting (including financial reporting) and public acknowledgement of grants and awards are met, ensuring that DMS accounts and financial records accurately reflect the purposes for which fundraising income is awarded.
- Organise and implement other fundraising activities such as individual giving campaigns, appeals, approaches to the business sector and other donors, maintain excellent communications with all parties, and ensure that all supporters, no matter how small, are fully acknowledged and receive appropriate recognition for their contributions.
- Maintain a comprehensive database of all supporters, fundraising proposals and reports, report on the performance of fundraising activities, providing information to the Chief Executive and Board and attending Board meetings as required.
- Research and gather information in relation to new opportunities, sharing information and working with colleagues to develop new proposals.
- Recruit and motivate volunteers to support activities such as collections at events as appropriate.

Promotion and Marketing Activities

- Help develop and support the DMS marketing and communications strategy ensuring it reflects the aims and ambitions of artists and other stakeholders, to maximise positive publicity and reach of our work.
- Carry out PR and marketing activities with the core team ensuring that the voices and experiences of disabled artists, musicians, performers, music leaders and learners are accurately reflected through our website, social media channels and in other media outlets.

Data Collection and Management activities

- Ensure suitable information including quantitative and qualitative data is available to support monitoring and evaluation processes and maintain a body of evidence from feedback to support fundraising activities. Work with other members of the DMS team to maintain current systems for collecting and recording information from projects and initiate new processes to improve the current system.
- Contribute to monitoring and evaluation procedures in conjunction with other team members.
- Contribute pro-actively to Data Protection ensuring compliance with current regulations and that procedures in place are regularly reviewed and fit for purpose.

General

- Undertake all necessary administration to support the fundraising, data collection and marketing efforts.
- Carry out general office duties including liaising with participants and the public, dealing with responses to requests from the public and external agencies.
- Take part in regular team meetings.
- Be prepared to participate in the annual staff self-evaluation and review procedure.
- Adhere to all Policies and procedures as set out in the Staff Handbook and elsewhere and undertake a Disclosure Check as per Safeguarding Policies.
- Maintain accurate records of personal expenses and submit monthly for authorisation.
- Undertake any other activities reasonably requested in line with responsibilities and the role as discussed with the Chief Executive.

Chief Executive

Thursa Sanderson OBE

Artistic Director

Pete Sparkes

Board of Trustees

Elizabeth Humphreys (Chairperson)

Richard Andrews

Jon Buglass

Christopher Glasgow

Jack Johnson

Bill Magee

Mark McKeown

Jamie Munn

Emma Murray

Debbie Storm

Frances Swift

Simon Warr

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Drake Music Scotland is registered in Scotland Charity No. SC026908



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