



soundLINCS
Unleashing potential through music

Development Director Candidate Briefing Document

Dear Applicant,

I am delighted that you have expressed an interest in joining our organisation. This is a really exciting time for **soundLINCS**.

Over the past 20 years **soundLINCS** has been on a journey, touching the lives of many different people from all backgrounds unleashing potential through music. Recently we have introduced some amazing toolkits, undertaken academic research alongside plenty of projects, partnerships, activity and awards that have kept us energized and refreshed. This has included spreading our wings to the beautiful pastures of Azerbaijan, expanding the reach of our community work.

Following a holistic company review supported by an Arts Council England Catalyst grant, **soundLINCS** is at an exciting turning point and is looking to the next 20 years of developing increased empowerment and innovation in community music locally, nationally and internationally continuing to build on our excellent reputation within the music sector.

Following a staffing review, this newly created post will have a key role in driving and developing a diverse portfolio of income streams to ensure soundLINCS' growth and contribute to the strategic development of the Company. It is envisaged that this will be achieved by seeking out practical, effective networks and development opportunities to build relationships in order to increase grant and trust funding and the development and implementation of a donor and philanthropy strategy. A key aspect of the role will be driving the delivery of the Company's Funding Development Plan strengthening financial resilience from the outset.

This is the first time soundLINCS will have a dedicated role of this nature and consideration would be given to this role being an initial 3 month freelance or secondment opportunity recognising the need to 'hit the ground running'.

The successful candidate, will have a clear vision along with the appropriate knowledge and expertise to generate new sources of funding, develop sustainable fundraising models and work closely with myself and the Delivery Director ensuring income for soundLINCS activities 2019 and beyond is realised.

As part of the selection process there will be individual assessments and an interview for this post. Details of the assessments will be provided should your application be shortlisted for interview. The job description and person specification contain all the information regarding the role and the criteria that the selection panel will use in the shortlisting process for this post, so please specifically address these within your application.

This document provides all the information you need, however if you require any additional information please do not hesitate to contact Shelley Spink, my Executive Assistant on 01522 510073.

Yours faithfully,

Nikki-Kate Heyes, MBE
CEO
soundLINCS

Who are we?

soundLINCS is a not-for-profit community music organisation unleashing potential through music by delivering high-quality and innovative music making opportunities. **soundLINCS** began in 1998, set up by community musician and CEO Nikki-Kate Heyes MBE.

soundLINCS is a Company Limited by Guarantee and a Registered Charity and receives annual revenue funding from a number of sources including Arts Council England and Youth Music. The Company attracts project funding from a range of sources, dependent on the projects and programmes under development, working on a consortium basis with a wide range of organisations including Lincolnshire County Council, the District Councils in Lincolnshire, Arts Council England and Youth Music.

soundLINCS is managed by a voluntary Board of Trustees currently comprising 7 dedicated volunteers who ensure a strategic overview of the Company. Through regular meetings, they monitor the work of the Company ensuring high standards are kept; assist in the achievement of goals and objectives from their understanding of the Company's stakeholders via their diverse connections and demographics. They bring a wealth of professional, business, advisory and specialist knowledge to the Company, complementing core staff skills to ensure the most effective quality service can be delivered. The day to day operations and project delivery is undertaken by the CEO, 8 core staff and a range of 43 freelance Facilitators who have been inducted (including adherence to the Company's policies and procedures), trained and safeguarded by the Company.

What do we do?

We think music can change your world. We offer music-making opportunities for people from all walks of life. Our services are inclusive, exciting and are delivered by creative, innovative people.

- We create and innovate bespoke music projects and workshops for a diverse range of people to suit their needs.
- We develop and provide access to a range of music information.
- We deliver training to encourage and empower others to provide high-quality music-making opportunities.
- We work with academics to study the social impact of music so we can learn, develop and share with others the empowering qualities of music-making.

Why do we do it?

Our vision is that everyone has an opportunity to be empowered through music.

We provide music workshops and residencies in most music and multi-arts genres. You name it, we can usually deliver it!

Over the years **soundLINCS** has built a national reputation as one of the foremost community music organisations in the UK. Since its inception, soundLINCS has made a major contribution to the transformation of the community music landscape. The Company works in partnership with local, regional, national and international organisations, providing and developing high quality innovative music-making opportunities and training for all ages, abilities, interests and communities. The Company has developed a reputation for work with Higher Educational Institutes, resulting in the creation of well informed and practical resources which are a core part of soundLINCS work to realise the Company's vision of a musically inclusive world, which unleashes potential through music.

IN 20 YEARS 1998-2018 **soundLINCS** HAS....



DELIVERED OVER
40,000 to
WORKSHOPS

THREE QUARTERS OF A
MILLION PARTICIPANTS



from 0 to 100 years old

COMMISSIONED **20** ORIGINAL
PIECES OF
MUSIC
AND PRODUCED OVER 1,000
TRACKS ONLINE OR ON CD AND EIGHT RESOURCE PACKS



HOSTED 22 **LARGE** EVENTS



EMPLOYED OVER **235** MEMBERS OF STAFF



BEEN HONoured WITH
ONE MBE



AND WATCHED MUSIC ENRICH LIVES

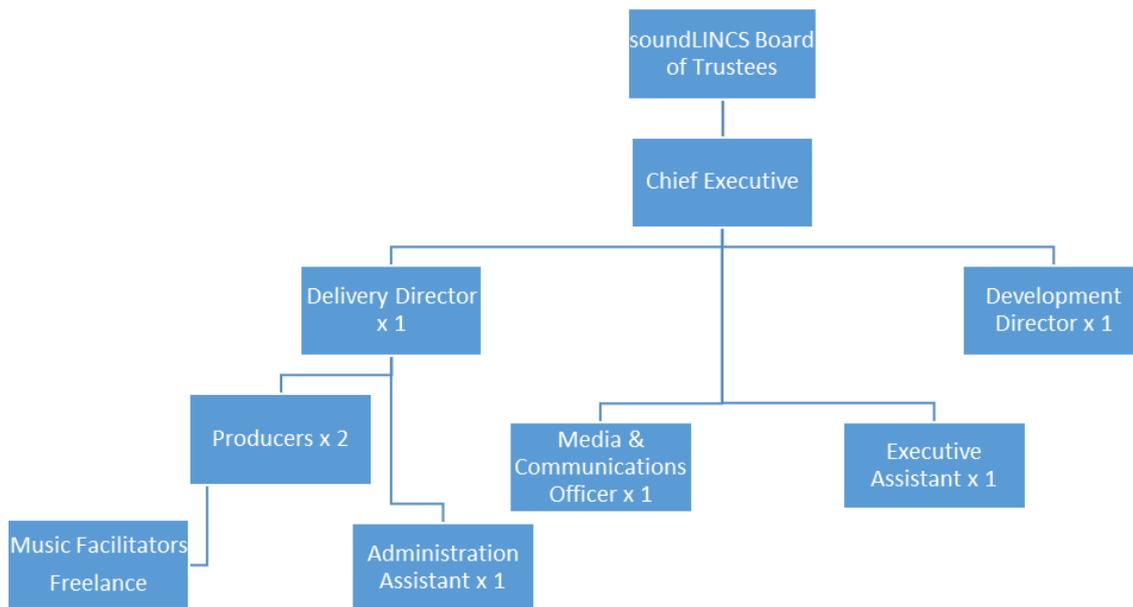
"Music has given me a lot of relief, allowing me to express myself and built me up to be the person that I am today."

"it's been fantastic to see how early children are interested in the arts; my son is more interested in music now and even watched the proms and he's three!"

"Sometimes it is hard to stop laughing. It is a social get together for all, not just for the children, it is fun for us both!"

For further details and a copy of soundLINCS Annual Review 2018-19 please visit our website www.soundlincs.org

soundLINCS Organisational Structure – May 2019



Job Description

Job Title:	Development Director
Responsible to:	Chief Executive
Work closely with:	Leadership team, Media & Communications Officer, Administration Assistant
Responsible for:	None currently, but anticipate responsibility for Development Producer(s) in the future

Overall purpose of job

To own and drive the ongoing evolutionary development and delivery of the soundLINCS Funding Development Plan, including the diversification of the Company's income to ensure soundLINCS remains responsive to the ever-changing environment of new funding programmes and projects.

To work closely work with the CEO and Delivery Director to unleash the potential power of the Company.

Initially a part time post, it is envisaged that due to the successful demands of the development opportunities this role will swiftly grow to a full-time post and be responsible for the formation of a team of Development Producers.

Roles and responsibilities

To take the lead in driving and developing a diverse portfolio of income streams to ensure soundLINCS long term sustainability and growth. By seeking out practical, effective, networks and development opportunities to build relationships in order to increase grant and trust funding and the development and implementation of a donor and philanthropy strategy.

To ensure the delivery and ongoing development of the soundLINCS Funding Development Plan in line with the soundLINCS Business Plan and in collaboration with the CEO and Delivery Director.

To work with the CEO to take responsibility for researching and maintaining the Company's list of prospects.

To be responsible for researching and preparing written applications to UK or international grant-giving trusts and foundations, corporate foundations, public-sector or other statutory funders and grant-making bodies including foreign embassies and cultural institutes or universities.

To work closely with the Delivery Director and team to plan , priorities and execute high quality and timely funding applications, to be able to oversee and co-ordinate multiple bids simultaneously and develop an 'application tracker' tool.

To manage the regular Development Team meetings and establish and embed a fundraising Customer Relations Management (CRM) system.

To develop and maintain an in-depth and up-to-date knowledge of the planned activities at soundLINCS, in order to present our work persuasively to funders and partners

To build and maintain excellent relationships with funders, prepare timely and engaging reports, and ensure that our funding partners are appropriately credited and thanked for their support.

To represent Development at appropriate conferences and events including the soundLINCS Conference and other internal events and implement any appropriate actions.

To support the CEO in the delivery of soundLINCS' Business Plan, inputting to the annual update as part of the Leadership team.

To present up-to-date progress reports of the Company's activities at the quarterly Board of Trustee meetings

Maintaining positive and effective working relationships with other Company functions and externally with customers and suppliers in order to ensure high levels of satisfaction.

To build in ongoing mentoring throughout the year for the soundLINCS Team.
When the time is right to lead and manage a team of 'Development Producers'.

In line with the requirements for all other employees, to carry out such other duties as may be determined within the general scope of this post. Duties and responsibilities outside the general scope will be required only with the agreement of the Postholder.

PERSON SPECIFICATION

We are looking for someone who has the following experience and qualities:

Attributes	Essential	Desirable
Qualifications	Degree level or equivalent qualification and/or demonstrable experience	<ul style="list-style-type: none"> • Professional fundraising qualification • Member of the Institute of Fundraisers
Experience	<ul style="list-style-type: none"> • Experience of working as part of a fundraising team, within an arts or voluntary sector organisation and knowledge of the funding context for arts and culture • A demonstrable track record in successfully raising funds from trusts and other grant makers with experience of securing sizeable grants and proven experience in delivering against ambitious income targets 	<ul style="list-style-type: none"> • Previous experience of working in the not for profit sector. • Professional experience of working with an arts organisation • Experience of Crowdfunding • Experience of Marketing and Communications • Experience of securing grants in excess of £80,000
Skills/abilities/competencies	<ul style="list-style-type: none"> • Understanding of education & culture charities. • Proactive support of the artistic and business aims of soundLINCS • A network of relevant contacts in trusts and/or grants fundraising • Ability to work independently and as part of a team, planning own workload and acting on own initiative, prioritising work to make decisions and meet tight deadlines • The ability to manage multiple tasks and projects simultaneously and priorities, whilst remaining calm and maintaining a professional demeanour • Strong interpersonal and communication skills working with different people at different levels, e.g. Stakeholders, staff members, consultants and the public • Excellent organisational skills with a methodical and accurate approach to work, strong numerical skills and an ability to work with complex budgets • Financial accounting • Excellent writing skills and exceptional attention to detail; with the ability to produce high quality written documents and articulate a robust and compelling case for funding • Excellent IT, word processing and spreadsheet skills with thorough knowledge of Microsoft Office, including using Outlook, Word and Excel and experience in working with databases and working collaboratively online via google docs • The ability to understand soundLINCS broad-ranging project content and tailor it into appropriate style and content for target funders 	<ul style="list-style-type: none"> • Well networked nationally / internationally • knowledge of local and/or national key partners in the music education landscape
Personal attributes –	<ul style="list-style-type: none"> • An interest in contemporary visual art and/or art education • A positive and proactive outlook, and the ability to work independently • An understanding and commitment to equal opportunities and access • Problem solving skills and an ability to work flexibly • Positive and supportive behaviour in the workplace • A flexible and collaborative approach to working as part of a team • Ability to travel • Honesty 	

How to Apply

Please complete the Application Form and Equal Opportunities monitoring form and send by email to shelley@soundlincs.org

Deadline: 9am, Tuesday 28th May 2019. *Applications received after this time will not be considered.*

Please ensure in your application you clearly state the position that you are applying for.

Interviews will take place at our offices at soundHOUSE, 18 St Martin's Lane, Lincoln, LN2 1HY between Monday 10th June and Thursday 13th June 2019.

If you would like to have an informal conversation before applying, please contact Shelley Spink, Executive Assistant on 01522 510073 or email shelley@soundlincs.org