HALLÉ
CONCERTS SOCIETY
DEVELOPMENT ASSISTANT (TRUSTS AND FOUNDATIONS)

(FULL-TIME PERMANENT)

Recruitment information pack

Hallé Concerts Society
The Bridgewater Hall
MANCHESTER
M1 5HA
www.halle.co.uk

CONTACT DETAILS FOR THIS APPLICATION

Linzi Watts, Personal Assistant and Office Manager • Email: linzi.watts@halle.co.uk

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1. BACKGROUND

‘the most articulate, consistently beautiful playing of any full-time orchestra in recent years.’

The Spectator, 2023

Innovation has been central to the Hallé since its foundation in 1858 by Sir Charles Hallé, a true pioneer. His fundamental belief that music should be for everyone remains central to the orchestra’s vision today, yet the Hallé is much more than just a world-beating symphony orchestra. Its collective spirit can be felt in the variety of communities it embraces, the diversity of the ensembles it nurtures and the array of different concerts it offers.

Since 1858, Sir Charles Hallé’s ground-breaking work has been continued by other musical legends: Hans Richter, Hamilton Harty, John Barbirolli and Sir Mark Elder. The 2023-2024 season is Sir Mark’s final one as Music Director: he will be stepping aside after almost a quarter of a century at the helm. From the 2024-2025 season, Sir Mark takes the role of Conductor Emeritus and passes the baton to Kahchun Wong, who opens a new chapter for the Hallé as Principal Conductor and Artistic Advisor.

Sir Mark Elder bookends the 2023-2024 Manchester season with two very special Mahler symphonies (Nos. 9 and 5). Overflowing with extraordinary music, stellar artists and exciting new collaborations, the season includes orchestral, operatic and choral showpieces such as Elgar’s *Enigma Variations*, Verdi’s *Simon Boccanegra* and Ravel’s *Daphnis and Chloe*. Thomas Adès, one of the most celebrated living composers and conductors, joins the Hallé for the first of two seasons as Artist-in-Residence.

At the heart of the Hallé are its players, led by their dynamic Leader, Roberto Ruisi. Hailing from over 14 different countries, they are extraordinary, multi-skilled individuals in their own right - soloists, chamber musicians, educators and more - who, when united in concert, create the unique and world-famous Hallé sound.

Originally based in Manchester's Free Trade Hall, the Hallé has been resident at the specially built Bridgewater Hall, one of the world's great concert venues, since it was opened in 1996.

Hallé St Peter's opened in the resurgent area of Ancoats in 2013 and now includes the triple RIBA Award-winning Oglesby Centre. It provides a home for the Hallé to rehearse, record and perform, as well as a base for Hallé Connect, the banner that unites all the Hallé's varied schools and community work.

The Hallé performs to over 100,000 people annually at The Bridgewater Hall and this season its expanded offering includes hour-long immersive Rush Hour concerts, specially devised family performances and a series of unique collaborations with celebrated artists from other genres in 'The Hallé Presents .. .'. Hallé St Peter's hosts a series of relaxed concerts and an incredibly popular lunchtime Chamber Series that frequently attracted capacity audiences.

One of the biggest initiatives of its kind in the world, Hallé Connect's education and outreach projects inspire and engage more than 76,000 people a year, bringing music in its broadest sense to many who have never before visited a concert hall. The ever-expanding family of ensembles welcomes over 700 people, aged eight and upwards, through its doors each week.

In addition, the Hallé holds residencies in major cities across the North West, performs regularly at prestigious international festivals, such as Edinburgh and the BBC Proms, and tours overseas, reaching another 70,000 listeners, both here and abroad. Encouraged by an enhanced social media presence, the Hallé has seen a dramatic increase in younger audiences, as well as the launch of its own record label, filmed concerts released online, expanded repertoire with brand-new commissions and numerous awards, including a 2022 South Bank Sky Arts Award.

1.1 THE ORCHESTRA

The Orchestra has 80 permanent posts (with some players employed on part time contracts) and gives around 140 concerts and events each year

Further information about the Orchestra and its performances is available at www.halle.co.uk

1.2 DIVERSITY, INCLUSIVITY AND RELEVANCE

The Hallé Concerts Society is embedded in its city and aims to reflect the great diversity of Greater Manchester in all areas of its work: musicians, staff, Board participants and audiences.

Our ambition is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result. We're committed to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.

But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We would particularly welcome applications from applicants who identify as disabled, D/deaf, and/or neurodivergent who can bring their own lived experience to this role. The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work. Mentoring or training will be provided during the induction period, if required.

2. THE ROLE

2.1 JOB OVERVIEW

Working with the Director of Development, you will support the administration around making funding applications to Trusts and Foundations and be responsible to the Director of Development and Deputy Director of Development for delivering across a number of other administrative headings. This is an important role in the Development Team and one which carries responsibility for the timely delivery of applications, reports, proposals and evaluations.

You will have a passion for the arts and arts engagement, the ability to work as a member of a busy fundraising team and to manage your own workload, balancing multiple projects, priorities and deadlines.

You will be an excellent communicator, have strong writing and listening skills and the self-awareness and confidence to communicate effectively at all levels. This job includes considerable writing and report creation and research responsibilities across a number of headings.

You will have the skills to work on a number of projects at a time through to completion, within agreed timescales and to high standards.

MAIN DUTIES AND RESPONSIBILITIES

- To ensure the smooth administration of activities across the Trusts & Foundations income headings in line with the priorities of the Department and the Hallé.
- To work with the Director of Development on making applications to Trusts & Foundations, compiling relevant paperwork and working to meet deadlines.
- To maintain and co-ordinate reporting systems and schedules, including liaising with other departments, to ensure paperwork, reports and evaluations are delivered in line with funder requirements.
- To ensure appropriate accreditation in Hallé publications, on social media and online.
- To research and identify opportunities with local and national Trusts and Foundations.
- To nurture funder relationships, alongside the Development team, including thank you notifications and on-going communications with Trusts and Foundations stakeholders.
- To work, alongside the Development and Communications teams, to support Trusts and Foundation stakeholder communications, and associated promotion of funded activity.
- To update the Fundraising & Development pages of the website with content, including photographs and videos.
- Work directly with the Finance Department to ensure grant funding is received and acknowledged quickly.
- To work with the Development Team on fundraising priorities and the development and delivery of capital and revenue fundraising campaigns as required.

- To contribute to the delivery of the Fundraising Strategy as directed by the Head of Development.
- To represent the team at Hallé events, such as concerts and other functions.
- To support the team when making applications and producing reports for other supporters, including sponsors and individuals, and other fundraising activity.
- Any other duties as reasonably required by the Director of Development.

2.2 PERSON SPECIFICATION

Essential:

- An interest in, or curiosity for, culture and arts engagement.
- The Development Assistant (Trusts and Foundations) will be responsible for producing financial reports and a variety of materials that present the work of the Hallé to various key supporters and stakeholders. Therefore, attention to detail and the ability to present information clearly and attractively are key requirements.
- Strong communications skills, both written and verbal.
- Evidence of excellent organisational and administrative skills.
- The ability to work well and flexibly in a team including working over evenings and weekends with notice.
- An understanding of budgets and cash flow.
- An ability to research well and maintain up to date activity spreadsheets.
- Time management and prioritisation skills: can manage multiple competing priorities and deliver on tight deadlines.
- A proven ability for solving problems and creative thinking.
- A strong team player, happy communicating with colleagues at all levels.
- Strong IT skills and ability to pick up new software packages quickly as needed.

Desirable

- Previous experience of working in fundraising
- Full clean driving licence

3. CONDITIONS AND BENEFITS OF THE POST

SALARY
The salary for this post will be £22,050 per annum.

HOLIDAYS
25 days annual leave plus public holidays, increasing by an additional day for each 3 years of service up to a maximum of an additional 10 days.

PENSION
The Hallé offers an excellent contributory pension scheme with an employer contribution of 5.75% and generous health insurance and life assurance policies.

OTHER BENEFITS
- Complimentary tickets to Hallé concerts
- Support for physiotherapy treatment
- Cycle to Work scheme
- Employee Assistance Programme, providing advice and support to employees and their families

HOURS
The post is full-time permanent based on a 36.25-hour week. Our core office hours are 09.00-17:15, from Monday to Friday, but there will be some evening and weekend working. There is the option to work up to 50% of hours from home (for further details, please request a copy of our flexible and hybrid working policies).

PROBATIONAL PERIOD AND PERIOD OF NOTICE
The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one month. Thereafter notice is three months on either side.

3. CONDITIONS AND BENEFITS OF THE POST

REFERENCES
The appointment is subject to the receipt of satisfactory references.

RIGHT TO WORK
The post is contingent upon the candidate providing satisfactory evidence of an entitlement to work in the UK. Generally, this means showing a British passport, a passport from a country within the European Economic Area (EEA), or a passport from a non-EEA country, which gives the right to work in the UK. If you cannot provide one of these passports, we will need to see one or more additional documents (dependent on your circumstances).

4. THE SELECTION PROCESS

APPLICATION FORMS AND INTERVIEWS
The administrative arrangements in respect of this appointment are being undertaken by Linzi Watts, to whom completed applications should be returned by **Monday 20th May 2024.**.

Interviews will be held **w/c 3rd June 2024.**

FURTHER INFORMATION
For further information or to clarify any points relating to this appointment, please contact Linzi Watts (contact details at the beginning of the pack).

5. HOW TO APPLY
Download the application form and Equal Opportunities form from our website, www.halle.co.uk

Complete and submit them via email: linzi.watts@halle.co.uk

6. ADVERTISEMENT COPY

HALLÉ CONCERTS SOCIETY

Development Assistant (Trusts and Foundations) (Full-time permanent)

£22,050 per annum

We are recruiting for an ambitious, enthusiastic and proactive individual to join us in the role of Development Assistant (Trusts and Foundations) within our Development Team, to assist in making and managing funding applications to Trusts and Foundations and to support other report writing work.

You will be responsible for researching opportunities with local and national Trusts and Foundations and other funders, for assisting with the submission of applications and proposals and for supporting the fulfilment of grant requirements including evaluations and reporting.

You will be working collaboratively with colleagues across the Development Team and the wider Hallé as well as with external supporters and funders.

Your work will support the delivery of the Hallé's fundraising strategy.

The post is full-time permanent based on a 36.25-hour week. Our core office hours are 09.00-17:15, from Monday to Friday and the post will require some evening and weekend working.. There is an option to work up to 50% of hours from home.

The Hallé takes equality, diversity and inclusion very seriously and welcomes applications from everyone. But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We would particularly welcome applications from applicants who identify as disabled, D/deaf, and/or neurodivergent who can bring their own lived experience to this role.

The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work. Mentoring or training will be provided during the induction period, if required.

For more information about this role, including a full job description and how to apply, please visit our website.

Consideration may be given to applications from experienced Trust and Foundations Fundraisers as we remain flexible around hours worked and freelance support.

The closing date for applications is **Monday 20th May 2024**

Interviews will be held on **w/c 3rd June 2024**.

APPENDIX A

HALLÉ CONCERTS SOCIETY ORGANISATIONAL CHART

CHIEF EXECUTIVE

Personal Assistant and Office Manager

All Director posts (bold) are members of the Senior Management Team and report directly to the Chief Executive

HEAD OF ARTISTIC PLANNING (P/T)
- Senior Artistic Planning Manager
  - Artistic Planning Manager (Residencies) (P/T)
  - Artistic Planning Manager (Pops) (P/T)

FINANCE DIRECTOR
- Finance Manager - Management Accounts
- Finance Manager - Financial Accounts
  - Finance Assistant

HEAD OF HALLÉ CONNECT
- Education and Outreach Manager
  - Community Outreach Administrator
  - Children's Choir and Education Administrator
  - Connect Adminstrator
- Ensembles Manager (P/T)
- Hallé Choir Manager (P/T)
- Youth Ensembles Administrator

DIRECTOR OF COMMUNICATIONS AND DIGITAL
- Head of Brand & Design (P/T)
  - Social Media Manager
  - Digital Content Producer
- Marketing Manager (P/T)
- Media and Marketing Officer
- Publications Manager (P/T)

HEAD OF CONCERTS
- Concerts Co-ordinator
  - Concerts Administrator/PA to Music Director
- Librarian (P/T)
  - Assistant Librarian
- Orchestra Manager
  - Assistant Orchestra Manager
  - Senior Stage and Transport Manager
  - Stage Manager

HALLÉ VENUES DIRECTOR
- Hallé Venues Operations Manager
  - Hallé Venues Operations Officer
  - Hallé Venues Operations Officer
  - Hallé Venues Housekeeper (P/T)

DIRECTOR OF DEVELOPMENT
- Deputy Director of Development
  - HLF Project Manager (P/T) (F/T)
  - HLF Archivist (P/T) (F/T)
  - Hallé St Peter's Community Producer (P/T) (F/T)
- Corporate Partnerships and Major Trusts Manager (P/T)
- Development Co-ordinator
- Development Assistant

(P/T) Part time • (F/T) Fixed term • (M/L) Maternity Leave