



Little Simz

VACANCY INFORMATION PACK



PRS
Foundation

Grants and Programmes Manager

KEY TERMS OF THE CONTRACT

Role Title: Grants and Programmes Manager

Reports to: Senior Grants and Programmes Manager

Contract: Permanent with 6-month probationary period

Location: PRS Foundation Offices, London Bridge - 3 days in person in the office per week

Salary: Up to £38k p.a. dependent on experience

Hours: 35 hours per week worked between office hours, with flexibility required from team members around evening and weekend work and UK travel to and from events and meetings.

Holidays: 25 days leave per annum, plus statutory holidays.

About PRS Foundation

PRS Foundation is the UK's leading charitable funder of new music and talent development across all genres. We invest in the future of music by supporting the creation of new music and enabling songwriters and composers of all backgrounds to realise their potential and reach audiences across the world.

Since 2000 PRS Foundation has given more than £44 million to over 8,500 new music initiatives. **In 2022, we supported over 450 new music projects, pledging over £3.5m in grant support to music creators, organisations and industry professionals across the UK.**

9 out of the 12 Mercury Prize 2022 nominees had received this vital PRS Foundation grant support (including the winner Little Simz) and the charity has supported BRITS, RPS, AIM and Ivors Award-winners. Perhaps more than anything this demonstrates that timely investment in exciting, diverse and innovative talent works.





Widely respected as an adventurous and proactive funding body, PRS Foundation supports a huge and exciting range of music activity - from composer residencies and artist development programmes to festivals and showcases in the UK and overseas. **Women Make Music and co-founding global gender equality initiative, Keychange. In 2021 we launched the POWER UP initiative to tackle anti-Black racism in music.**

PRS Foundation grantees include **Little Simz, Sam Fender, Dave, Yola, Wolf Alice, The Fanatix, AJ Tracey, Anna Meredith, Years & Years, Shiva Feshareki, Glass Animals, IDLES, Chineke! Orchestra, Nadine Shah, Ghetts, Kae Tempest, Billen Ted, Ezra Collective, Yard Act and Ms Banks.**

- prsfoundation.com
- twitter.com/prsfoundation
- instagram.com/prsfoundation
- facebook.com/prsformusicfoundation
- youtube.com/PRSFmusic



Purpose of the job

As the Grants and Programmes Manager, you will oversee, deliver, and develop PRS Foundation's flagship programmes: the PPL Momentum Music Fund, PPL Momentum Accelerator, and Hitmaker, which provide crucial career defining support to the UK's most talented music creators.

Key areas of responsibility

Planning and Development

Support PRS Foundation's strategic objectives by delivering programme goals, developing schemes as directed by your line manager, monitoring impact and diversity, and providing relevant evaluation data. Contribute to annual planning, staying updated on music industry and funding developments in the territory, while maintaining expertise in your specialist music areas.

Grants and Programmes

- Manage the application and grant-making process for listed funds, including evaluation, reporting, and payments within agreed timeframes.
- Oversee the selection of external advisors, chair assessment panels, and lead evaluation of applications.
- Ensure effective and accessible application processes, maintain grants software, and provide support for statistical analysis and reporting.

Partnership working & programme management

- Manage stakeholder relationships for listed funds, including day-to-day interactions and collaboration with programme partners.
- Produce high-quality reports for funding partners, identify resource opportunities, and oversee the administration of grants and program activities through effective line management of the Grants Coordinator.
- Identify opportunities to increase the Foundation's resources for programmes you manage & raise funds in consultation with the Senior Grants and Programmes Manager and CEO





Advice and correspondence with applicants

- Respond to enquiries and support potential/existing applicants through various channels, ensuring diversity and addressing barriers.
- Provide objective observations and detailed feedback to rejected applicants, managing feedback systems, and collaborate with the Grants Coordinator to communicate panel decisions and conditions to applicants.

Finance

- Take responsibility for the day-to-day management of budgets, including regular reporting to the Senior Grants and Programmes Manager, meticulous recording and checking of payment information, and approving final evaluation summaries for timely grant payments.

Communications

- Collaborate with the PRS Foundation and PRS for Music's communications and marketing teams to incorporate program information into regular channels, ensuring diversity is reflected in grant communications.
- Facilitate internal communication and attend events related to supported applicants. Represent the organization at industry conferences, workshops, and panels, delivering presentations on funding initiatives.

Specialist knowledge Grants and Programmes Managers are expected to maintain an informed and authoritative knowledge and understanding of the music industry, talent development and funding landscape and be able to assess and critique applications with confidence.

Accountabilities of the role

- Reports to Senior Grants and Programmes Manager
- Line Manages Grants Coordinator
- Works closely with communications team
- Communicates regularly with partners, stakeholders and relevant colleagues at *PRS for Music*



Additional information

- The Grants & Programmes Manager works within a small and committed team of 10 full time and 4 part time people
- Attendance of a wide range of performances and projects we support is expected of staff members, and these maybe outside of core working hours. Our flexible working policy enables staff to claim TOIL (time off in lieu) when weekend travel or overnight stays are required.
- We expect that the majority of advisor panels will take place in-person and a number will take place outside of London
- Travel outside of London and the UK is required
- The office is based in London Bridge, London. We are operating a flexible/hybrid working model with a mix of remote working and office work, with staff encouraged to spend at least 3 days per week in the office
- Outreach outside of office hours maybe required, this could be in-person or virtually and be within or outside of London.
- The Foundation operates a contributory stakeholder pension scheme.
- The Foundation has a Cash Plan scheme with Medicash that provides cash back towards everyday healthcare bills and a wide range of other well being benefits
- The Company operates an Excepted Group Life Assurance policy which includes access to Smart Health services
- All team members are required to work at the highest levels of accuracy, conscientiousness and communication in order to maintain our high standard of service and commitment to transparency and equal opportunities.
- **PRS Foundation is committed to equal opportunities and inclusivity, so we encourage applications from people of all backgrounds and identities.** We're especially keen to hear from people from Black, Asian and other diverse communities who are currently under-represented, as well as from women and gender expansive individuals, and Deaf, disabled, and Neurodivergent candidates.

How to apply and what happens next?

If you are interested in working with us, please visit <https://prsfoundation.com/about-us/opportunities-to-work-with-us/> where you will find the full job description and will be able to fill in an **online application form**.

The application form is made up of four sections:

- 1) Your contact details**
- 2) A statement explaining why you wish to do this job and why we should employ you**
- 3) Employment/self-employment history**
- 4) Equal opportunities monitoring.**

Do not simply send a CV as this will not be considered.

If you have any difficulties at all with this process, require additional support or want to submit an application in alternative formats, please contact
fiona@prsfoundation.com or call 020 3741 4233.

Application deadline: Wednesday 19th July 2023 at 12 noon.

Interviews will be held in the week beginning 31st July 2023. If required, second interviews will be held w/c 7th August 2023.

If you have not heard from us by the end of the day on 24th July 2023, you should assume that you have not been short-listed for interview. We regret that we are unlikely to be able to give feedback to those who are not short-listed.

For further information or questions please contact:
fiona@prsfoundation.com



APPENDIX

Grants and Programmes Manager – Key Programmes 2023

The following list outlines programmes that the Grants and Programmes Manager is required to manage as of January 2023. This is subject to change as resources are available. Other schemes, as appropriate and feasible, may also be introduced and would be discussed with your line manager.

PPL Momentum Music Fund

The PPL Momentum Music Fund offers grants of £5,000 - £15,000 to artists at a crucial industry tipping point. We hold 4 Momentum deadlines per year which involves 8 independent advisor panels, and work with many partners across the UK to deliver the programme.

Principal responsibilities: Partner liaison and reporting, manage application, selection and decision-making, evaluation and payment processes, grantee liaison

PPL Momentum Accelerator Fund

PPL Momentum Accelerator is a targeted scheme to support the development of outstanding artists and bands who are writing their own music, and future Industry Professionals, outside London and who face additional barriers in reaching a crucial career tipping point based on their location. Music Creators can apply for support of up to £5,000 and Future Industry Professionals up to £2,000 depending on the programme location. Currently the programme runs in Liverpool City Region, Wales and Yorkshire with multiple partners in each area, with an expected 2 deadlines per region/nation per year.

Principal responsibilities: Partner liaison and reporting, manage application, selection and decision-making, evaluation and payment processes, grantee liaison.

Hitmaker Fund

Hitmaker offers an opportunity for songwriters and producers working behind the scenes in popular music genres to further develop their careers and writing/production credits with grants of up to £10,000. We hold 2 Hitmaker Fund deadlines per year.

Principal responsibilities: Partner liaison and reporting, manage application, selection and decision-making, evaluation and payment processes, grantee liaison

Talent Development Partner Network

Alongside other members of the Grants Team, be the primary point of contact for a number of our Talent Development Partner Organisations, helping them to contribute successfully to delivering our strategy and achieve their own growth and achieve their talent development programme objectives.

Principal responsibilities: Grantee liaison and reporting, support application, selection and decision-making, evaluation and payment processes