



VACANCY INFORMATION PACK



PRS
Foundation

Grants and Programmes Manager

KEY TERMS OF THE CONTRACT

Role Title: Grants & Programmes Manager

Reports to: Senior Grants & Programmes Manager

Contract: Part-time, fixed-term employment contract - April 2024 (pending offer related notice period) - 31st July 2025

Location: PRS Foundation Offices, London Bridge

Salary: £17,000-£18,750 per annum (*£34,000-£37,500 full-time equivalent; includes London weighting*)

Hours: 2.5 days (17.5 hours) per week (minimum of 1 day per week in our London Bridge office)

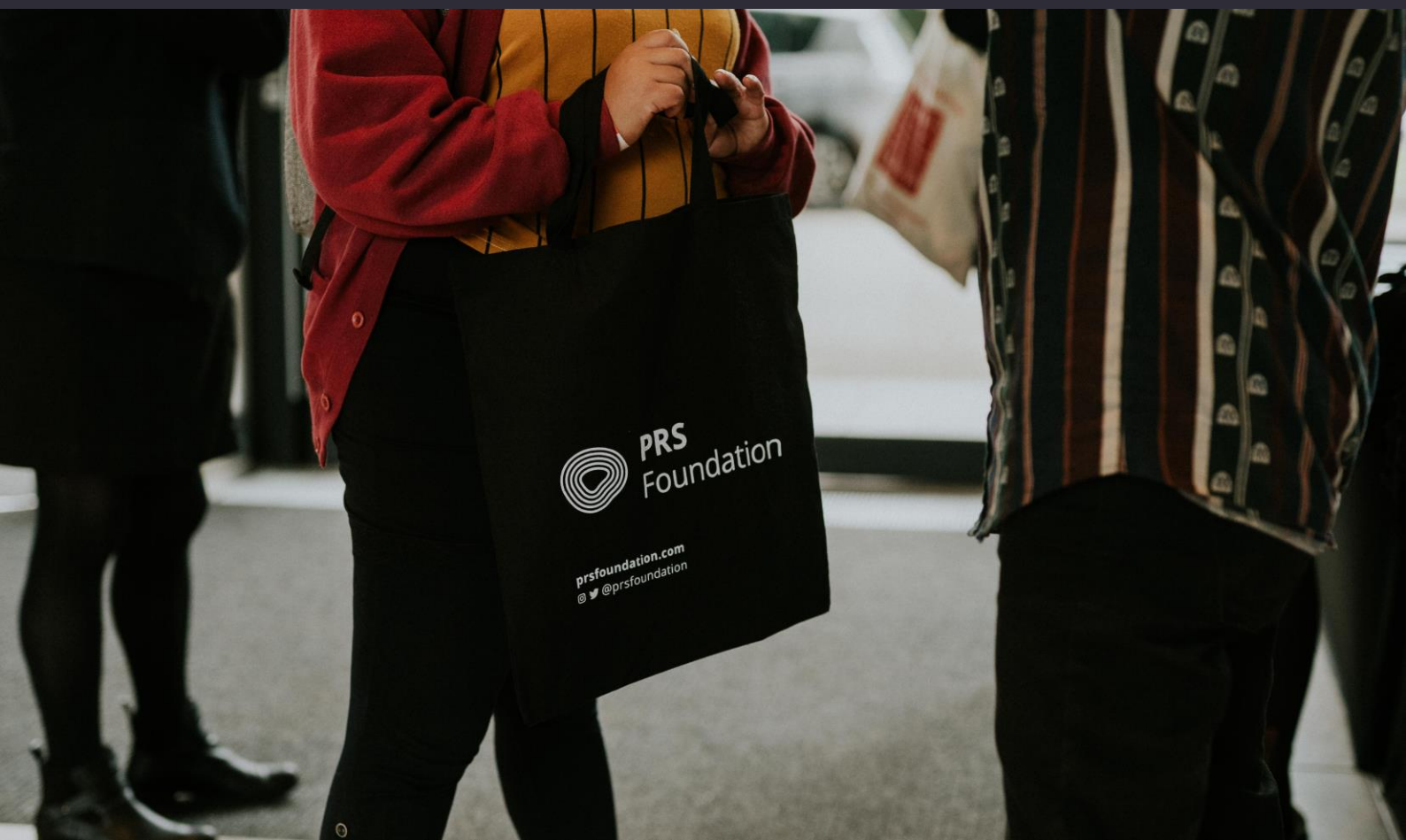
Holidays: 12.5 days leave per annum, plus statutory holidays

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 £47 million to over 8,900 new music initiatives. **In 2023, we supported over 400 new music projects, pledging over £3m in grant support to music creators, organisations and industry professionals across the UK.**

5 out of the last 6 Mercury Prize winners had received PRS Foundation support (including recent winner Ezra Collective) and the charity has supported BRITS, RPS, AIM and Ivors Award-winners. PRS Foundation supports outstanding talent from all backgrounds, covering the whole of the UK and all genres.





PRS Foundation grantees include **Little Simz, Wolf Alice, Dave, Sam Fender, Years & Years, AJ Tracey, Anna Meredith, Yola, Glass Animals, Ezra Collective, Jade Bird, Ghetts, Shiva Feshareki, Sarathy Korwar, Floating Points, Nadine Shah, The Fanatix, Imogen Heap, Yard Act, Kae Tempest, Kojeey Radical and Ms. Banks.**

And funding support for organisations and professionals (including promoters) means we reach to ensure there is access to vital funding and meaningful development opportunities. Our support generates significant GVA and helps to build local and national ecosystems from the grassroots up.

Widely respected as an adventurous and proactive funding body, PRS Foundation's support is overseen by our specialist team and network of independent advisors and is known as a kitemark for quality and innovation. And we tackle inequities and barriers across the music sector, launching **Women Make Music** and co-founding global gender equality initiative, **Keychange** and **POWER UP.**

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



Purpose of the job

To plan, monitor and deliver grant making activities for a new programme managed by PRS Foundation which will support grassroots development in the live sector.

The selected Grants and Programmes Manager will manage a new funding programme (to be announced in March 2024) which will offer timely grants and wraparound support to bolster grassroots live music scenes.

Key tasks | Key areas of responsibility

Grants and programme management

- Be responsible for the application and grant-making processes, including processing of offer letters and assets within agreed timeframes, evaluation, reporting and payment process
- Work with the Senior Grants and Programmes Manager to ensure effective and accessible application and monitoring processes

Grants and programme management (...cont.)

- Lead assessment and evaluation of applications to the relevant programme
- Chair and lead assessment panels of independent expert advisors, and develop and onboard new advisors to the advisor network
- Manage the selection of external advisors (for online scoring and decision panels), ensuring involvement of relevant funding partner staff and minuting decisions made; with support from PRS Foundation's Grants Coordinators and with sign off from the Senior Grants and Programme Manager
- Monitor ongoing effectiveness of our bespoke grants software, application and project evaluation forms
- Maintain appropriate transparency, tact and consistency when assessing and responding to applicant queries
- Keep our database up to date with information from successful applicants and relevant contacts accessed in this role including grantee success stories
- Support the Communications team with regular analysis, reporting on grants awarded and gathering comms-related assets for internal and external use



Partnership working

- Manage day-to-day stakeholder relationships relating to the relevant fund, including working with our Senior Grants & Programmes Manager and CEO to report to a main funding partner
- Collaborate with and manage partnerships with key stakeholders, including relevant trade associations and organisations working to support grassroots development
- Produce high quality timely reports for funding partners with sign off from the Senior Grants and Programmes Manager

Supporting grantees

- Design and deliver a programme of effective centralised wrap-around support for selected grantees, including managing workshops/masterclasses/seminars
- Approach and confirm suitable guest speakers and professionals who may support selected grantees on their development journey
- Develop our grantee network to ensure access to added benefits of this and other programmes
- Respond to day-to-day enquiries selected grantees, with Grants Coordinator support





Advice and correspondence with applicants

- Respond to day-to-day enquiries from potential/existing applicants via emails and phone calls, and support new applicants wherever possible, with Grants Coordinator support
- Work pro-actively to ensure diversity of applicants and grantees and to understand barriers for those not coming forward for support
- Provide objective observations on applications including constructive, detailed feedback to rejected applicants, managing feedback systems
- Work with PRS Foundation's Grants Coordinator to communicate decisions made by panel, including any conditions and feedback to applicants

Planning and development

- Support PRS Foundation's strategic objectives by delivering programme goals
- Develop the programme as directed by your line manager by monitoring and increasing impact, reach and diversity, providing relevant evaluation data and case studies for regular reports to PRS Foundation's Board, evaluation consultants, PRS for Music, and other stakeholders
- Contribute to annual planning of PRS Foundation's timeline including funding deadlines, programme launches, evaluation reports, outreach events, applicant workshops, advisor panel meetings and other PRS Foundation events
- Maintain overall awareness of music industry and funding developments in the UK whilst updating your understanding of your specialist music areas



Finance

- Be responsible for the day-to-day management of the relevant budget, reporting regularly to the Senior Grants and Programme Manager
- Lead thorough and meticulous approach to recording, checking and providing accurate information relating to weekly payments and ensuring timely payment of all grants, with support from our Finance Administrator and Operations Team
- Approve final report evaluation summaries from the Grants Coordinator leading to final grant payment within our publicised timeframe

Communications

- Work with Communications team to ensure that information about your programme feeds into PRS Foundation's regular communications channels and website and collaboration with PRS for Music's Marketing and Communications team
- Ensure that information communicated about PRS Foundation grants reflects diversity of projects and music supported
- Ensure that PRS Foundation Board and partners are informed about and encouraged to attend events relating to the fund
- Be responsible for strong internal communications about the work you are managing
- Represent PRS Foundation at industry conferences, showcases, concerts, workshops, seminars etc, making presentations on PRS Foundation funding and/or participating in industry panels

Other responsibilities

- Maintain knowledge across all PRS Foundation programmes, so that you may support other team members where necessary
- Alongside other members of the Grants Team, be the primary point of contact for a number of our Talent Development Network Organisations, helping them to contribute successfully to delivering our strategy and achieve their own growth and achieve their talent development programme objectives
- Contribute to implementation of Foundation's strategic goals and pro-active teamwork through attendance of team meetings, away days and other tasks as assigned
- Maintain overall awareness of music and funding developments in the UK as well as grassroots and live sector development needs
- Undertake other general administrative tasks as reasonably required



Accountabilities of the role

- Reports to Senior Grants and Programmes Manager
- Works closely with an assigned Grants Coordinator, ensuring effective administration and coordination of the fund in accordance with expected behaviours and standards of performance
- Liaises with other Grants and Programmes Managers, including the Line Manager of the assigned Grants Coordinator to ensure effective internal communication
- Works closely with communications team

Additional information

- The Grants & Programmes Manager works within a small and committed team of 11 full time and 6 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 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 (please note that for this part-time role, we expect office working for at least 1 day per week)
- 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 wellbeing 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 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 27th March at 12 noon.

Interviews will be held in the week beginning 15th April. If you have not heard from us by the end of the day on 12th April 2024, 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