

Patrons:
Marin Alsop
Adrian Brendel
Natalie Clein
Dame Digby DBE D Arts (h.c.) DL
Dame Emma Kirkby OBE
Jennifer Pike



Trustees:
Malcolm Lofts
Peter Guntrip
Victoria McDonagh DL
Simone Williams

Registered Charity no. 1085780

THE RICHARD ELY TRUST FOR YOUNG MUSICIANS

ADMINISTRATOR JOB DESCRIPTION

JOB TITLE: Administrator
TERMS: Part-time - approximately 5 hours per week, increasing to around 10 hours per week during the time of the three grant application meetings each year
REPORTING TO: The Chair and Trustees of the Richard Ely Trust for Young Musicians
REMUNERATION: This is a voluntary role

BACKGROUND

The Richard Ely Trust for Young Musicians was established in 2001 in response to concerns arising within the Dorset Music Service about the number of young people who were being frustrated in their musical ambitions as a result of financial hardship. Since then, the Richard Ely Trust for Young Musicians has awarded more than 920 individual grants worth over £186,000 to help young musicians in Dorset. We also have a developing and highly successful programme of workshops for disadvantaged young people who might otherwise not have access to musical activities. We value equally all kinds of music and all stages of development. What is important to us is safeguarding opportunity where it is needed.

Much of our fundraising is achieved through our varied programme of concerts. These give our young musicians valuable performing opportunities and also demonstrate our purpose in the best possible way. We are helped in this by many other musicians, both amateur and professional, and their contribution to our work is immensely appreciated.

JOB DESCRIPTION

The Administrator will fulfil an essential role at the heart of the Trust. Responsibilities will include (but not be limited to):

Administrator

- Receiving, acknowledging and processing grant applications on the Airtable data base for consideration by the Trustees
- Receiving and responding appropriately to queries from parents and teachers
- Contacting parents and teachers for any necessary information that has been omitted from the application
- Chasing teacher's reports if they have not been submitted with the application
- Communicating decisions to applicants
- Providing advice to current and prospective grant holders
- Obtaining first term reports for approval by the Chair and informing applicants when the remaining grant has been approved

Secretary for Trustees

- Providing an agenda for Trustee meetings in consultation with the Chair and circulating to Trustees a week before the meeting
- Taking minutes at the Trustee meetings and circulating together with action points
- Acknowledging donations from supporters and liaising with the Treasurer to ensure they are processed
- Sending invitations out for the annual Soiree and liaising with the event managers about number of attendees

APPLICATION PROCESS

In order to apply for this position, applicants should provide a CV and covering letter (please do not exceed 300 words)

Applications should be submitted by e-mail (PDF format) to richardelytrust@gmail.com by **Friday 13th March 2020**