

GRANTS & LEARNING OFFICER RECRUITMENT PACK

October 2025



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What we do

Youth Music is equalising access to music.

We're a national charity. We help marginalised young people to make and monetise music.

Every year, we raise £10 million to fund inspirational grassroots music projects and support aspiring young creatives up and down the UK.

We're campaigning to break down barriers for young people facing inequity, exclusion and discrimination.

Together with our partners, we're helping the next generation to transform their lives through music. Join us.

More information about Youth Music:

- Watch our [Rescue the Roots documentary film](#)
- Read our [2023/24 annual report](#)
- Learn more about our [funding programmes](#)
- Find out about [inclusion, diversity, equity and access at Youth Music](#).

Diversity and Equal Opportunities

Youth Music is an equal opportunity and [Living Wage employer](#). We are committed to attracting, recruiting and retaining diverse candidates. It's important that our team reflects the communities we serve.

We are currently under-represented by people from a working-class background, the Asian/Asian British community and wider Global Majority, Disabled people, the Trans community and people of faith.

YM is a Disability Confident Committed Employer and we are committed to making adjustments that support Disabled people to apply for and be successful in this role. Applicants who opt into the Disability Confident Scheme, who meet the essential criteria for the post as outlined in the job description will be offered an interview.

Please contact jobs@youthmusic.org.uk if you have a disability and/or access requirements or if you wish us to consider any other reasonable adjustments to ensure the interview process is fully accessible.

Salary and Benefits

Salary: £35,327 per annum, pro rata

Contract: **Fixed Term contract to 31st March 2027, Full Time (37.5 hours per week)** We operate a blended working approach where you will be required to work in the office two days a week, Wednesday & one other day tbc

Location: The Print Rooms, 164 – 180 Union Street, London, SE1 0LH

Pension: 8% of salary towards a non-contributory group pension

Holidays: 25 days (pro rata) plus public holidays and additional days over the Christmas period when the office is closed

Additional Benefits

- An employee assistance programme.
- Learning and development opportunities.
- A loans programme to cover the cost of a bike to cycle to work or gym membership.
- Critical illness insurance.
- Income protection insurance for illness.
- Death in service insurance.

There's also an opportunity to engage in staff led working groups linked to our values and priorities: Values Committee, Environmental Working Group and the Inclusion, Diversity, Equality and Access (IDEA) working group.

About The Role

As a Grants and Learning Officer, you'll be helping us to deliver our ambitious, nationwide grants programme. We currently support over 500 grassroots organisations and 18-30 year old creatives, and have a busy grants cycle to manage, alongside ever-increasing numbers of applications.

This year, we're building and migrating to a new grants database and you'll play an integral role on the project team. In addition, you'll manage an assigned portfolio of grants, and help with all aspects of the funding cycle. You'll support applicants and funded partners, make funding recommendations, administer grants, provide feedback and support, and visit projects.

About You

First and foremost, you'll be passionate about the work that Youth Music does. As a skilled administrator, you're not fazed by planning, monitoring, reporting, and spreadsheets. You have an eye for detail. You've got good IT skills and working knowledge of how databases operate. With the development of our new database this is an exciting opportunity for someone who enjoys developing processes and working with data and detail.

You're a collaborative worker who enjoys being part of a friendly team, as well as travelling on your own to build new relationships with a diverse range of people. As a grants manager you'll have an instinct for what's important – when to give advice, and when to step back.

Key Responsibilities

Grant Making

- Relationship management for a diverse portfolio of grants within allocated areas or specialisms.
- Maintain an up-to-date knowledge of the music/creative landscape and issues affecting your allocated areas.
- Provide telephone, online (e.g. Zoom, Microsoft Teams, webinars) and email advice to potential applicants.
- Assess grant applications.
- Make recommendations to the assessment panel.
- Efficient and effective turnaround of grants administration, primarily through our grants databases (Salesforce and Grant Tracker).
- Ensure data in the grants database is accurate and up-to-date, and support with data input, analysis and cleansing.
- Review grant requirements and ensure quick processing of payments.
- Undertake visits to funded projects and attend events.
- Provide advice and feedback to successful and unsuccessful applicants.
- Support the running and facilitation of events.
- Contribute to the improvement of Youth Music's funding processes and procedures in line with the [flexible funding principles](#) we're committed to.

- Provide support to others in the wider Youth Music team.

Learning and Projects

- Undertake project-based tasks as part of wider team or organisational project work.
- Specialist knowledge about assigned areas of Youth Music's work or operations and produce relevant outputs to help us and others to learn and develop.
- Produce resources and content for the Youth Music community.
- Present information and learning to internal and external colleagues.

General

- Carry out all such additional duties as are reasonably commensurate with the role.
- This post will require travel across the UK, occasionally involving overnight stays.
- This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.

Person Specification

Essential Criteria

- Experience of working or volunteering in music education, music industries, grants management, youth work or advocacy, education, or not-for-profit settings.
- Familiarity with the funding process.
- Experience of working in an administrative role.
- Experience using databases and other software.
- Proficient IT skills, including Microsoft Teams and Office (in particular Outlook, Excel and Word).
- Organisational and administrative skills, able to prioritise and work to deadlines.
- Attention to detail.
- Confident in decision-making and can work autonomously.
- Ability to think creatively to solve problems.
- Interpersonal skills and the ability to work as part of a team.
- Ability to communicate effectively with different types of people.

- A clear and persuasive verbal communicator with the ability to write in plain English.
- Ability to build and manage relationships.
- Analytical skills (you'll be required to read and respond to applications and reports).
- Commitment to inclusion, diversity, equity and access (IDEA), with good awareness of accessibility and understanding of inclusive best practice.

Desirable Criteria

- Experience of project management, including financial planning and management.
- Understanding of the social issues facing children and young people today.
- Understanding youth voice and/or participatory grant making practices.
- Understanding of organisational best practice (safeguarding, financial health, governance, equality, and diversity).
- Understanding of the music education and / or music industries landscape.

How To Apply

Deadline for applications: **9am on Monday 24th November 2025.**

Applications are filled in directly on our job recruitment platform. You will be asked to answer the following:

- Tell us what makes you suitable for the role? Please see the 'about you' section of the application pack. Please keep your response to a maximum of 500 words.
- Tell us how you meet the essential criteria outlined in the person specification. Please use specific examples from your past work, education or other experiences to evidence how you meet the criteria. Please keep your response to a maximum of 500 words.
- Tell us how you meet the desirable criteria outlined in the person specification. Please use specific examples from your past work, education or other experiences to evidence how you meet the criteria. Please keep your response to a maximum of 500 words.
- Work history. Please use this section to inform us of your prior work history. Please include voluntary roles.

You can respond to all the questions above by video or audio if you prefer. Please follow the written application format.

You will also be asked to fill in an Equal Opportunities Form. This form is **not mandatory**. The information is for monitoring purposes only and is not visible to the shortlisting team.

We understand that people might use AI tools to help with their application. While we recognise that AI can support with writing and ordering text, we expect the information provided to reflect your own original thoughts, work, and experiences.

Process

We operate a two-stage interview process and send interview questions and tasks in advance of interviews to shortlisted applicants.

1. Stage One: Suitable candidates will be offered an online interview (Zoom) on **Friday 5th December & Monday 8th December 2025**. During this part

of the interview process you will also be sent a short task to complete remotely.

2. Stage Two: Suitable candidates will then be invited to a second in-person interview. This will be held on **Friday 12th December 2025** at Youth Music's offices.

If you are not shortlisted for interview you will receive notification via email by **29th November 2025**.

Youth Music will cover reasonable travel expenses for candidates invited to interview.

Due to capacity, we will only be able to provide feedback to candidates invited to interview.

If you have any questions about the application process or the role, please contact jobs@youthmusic.org.uk.

All candidates must have the right to work in the UK.



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