



GRANTS MANAGER

APPLICATION PACK

Job title: Grants Manager

Reports to: Programmes Director

Contract: Permanent, part-time

Location: Home working (attendance at meetings and events will be required as appropriate)

Hours: Part-Time (22.5 hours). Flexible working options can be considered and negotiated by mutual agreement.

Remuneration: £30,000 - £32,000 p.a. (FTE) dependent on experience

Cathedral Music Trust is looking for an experienced Grants Manager to work as part of our Programmes team.

ABOUT CATHEDRAL MUSIC TRUST

Cathedral Music Trust (www.cathedralmusictrust.org.uk) is a national charity that supports the valuable work of musicians who enrich so many lives through the power of cathedral music. We are an independent charity and the national advocate for cathedral music across the UK and Ireland. Our vision is that everyone deserves the opportunity to benefit from a high-quality, well-resourced and valued cathedral music community, regardless of background or circumstance. Since our foundation we have made a positive difference to the lives of many children, young people and adult musicians across the UK and Ireland, through direct financial support, targeted programmes and sharing of expertise. Our work ensures that musical excellence is supported and talent is not lost through lack of opportunity.

The Trust is privileged to be supported by leading figures in music, media and Royal patronage. HRH The Duchess of Gloucester serves as our Royal Patron, with Harry Christophers CBE, founder and conductor of The Sixteen, as our President. Our Ambassadors, Alexander Armstrong and Anna Lapwood MBE, actively support our mission to promote and celebrate choral and organ music.

OVERVIEW OF THE ROLE

Grant-making to support the music of cathedrals and other choral foundations is a central part of the activities of Cathedral Music Trust. In recent years we have disbursed over £450,000 per annum. Our established grant programme sits within a wider Programmes department, which aims to support cathedral music through Partnerships that strengthen the sector.

The Grants Manager will primarily be responsible for managing the Trust's grants programmes, working closely with the Grants Assessment Panel and the Programmes Committee to: establish eligibility criteria; set time-lines for applications; analyse submissions; advise on decision-making; communicate with applicants and grant holders to support monitoring and evaluation.

The Programmes Committee, comprising trustees and co-opted members, oversees the design and management of our grants programmes and the evaluation of their impact. The Grants Assessment Panel, a group of experienced volunteers chaired by a trustee, has responsibility for assessing grant applications, and for ensuring that grants awarded are in accordance with the Trust's formal charitable objective. The Trust utilises a comparative judgement process for the assessment of grant applications and the Grants Manager will be instrumental in supporting the continued implementation of this method.

This is an exciting opportunity to join the charity as it seeks to shape its grants programmes to help cathedrals and choral foundations meet the challenges of sustaining excellent choirs and offering opportunities to child and adult musicians from diverse backgrounds. The Trust is currently delivering a 5-year strategic plan which seeks to grow the level of support we are able to offer. Our Programmes team leads on the Trust's grant-making, education, and research initiatives such as our Small Sounds programme, Choral Pathways programme, and sector-facing conference.

For this role, you will need to be thorough and highly organised, with meticulous attention to detail and demonstrate a diverse range of skills. You will be expected to have excellent communications skills, building professional relationships with grant applicants and other stakeholders. You will be a creative problem solver, have persistent attention to detail and be able to contribute imaginative ideas to help drive the team's activities.

The Grants Manager will work remotely as part of a small team, so it is essential that you are self-motivated and able to use your own initiative. Some travel will be expected to attend in-person meetings and make occasional visits to stakeholders. The Trust is committed to each team member's professional development, and this role offers a great opportunity to develop a career in grants and project management.

If you have an enthusiasm for sacred choral and organ music and believe you have the skills to be part of our dynamic team, we would like to hear from you.

WORKING RELATIONSHIPS AND EXPECTATIONS

Everyone associated with the Trust works from home. Our partners are UK wide and so meetings and events are held regularly in London and across the country. You will work closely with the whole staff team and key volunteers, including the Chair of the Grants Assessment Panel, and will report to the Programmes Director. You will have regular contact with the Board of Trustees, Committee members and other volunteers, as well as liaising with a wide range of people.

Some core hours will be required but a degree of flexible working will be possible.

KEY RESPONSIBILITIES

- Manage all aspects of the administration of the Trust's grant programmes, in consultation with the Programmes Director
- Contribute to the creation of application, assessment and monitoring materials
- Communicate with grant applicants and recipients
- Help to plan and lead webinars for potential applicants and grant recipients
- Maintain the Trust's website pages in relation to grants
- Organise applications for assessment by the Grants Assessment Panel and take minutes of meetings

- Support the scheduling of Programmes Committee meetings in consultation with the Chair and taking meeting minutes
- Maintain the Trust's database (Beacon CRM) in relation to grants
- Undertake post-award monitoring and evaluation, reporting findings
- Ensure that all data held in respect to grants is managed and stored securely in accordance with the Trust's data policies"
- Contribute to reviews of procedures and systems, recommending improvements to ensure the team's efficiency and effectiveness and the provision of a high-quality and timely service to applicants, partners and other stakeholders
- Contribute ideas for new initiatives in collaboration with colleagues
- Undertake other duties commensurate with the role

PERSON SPECIFICATION

ESSENTIAL

- Exemplary attention to detail and record keeping
- Excellent organisation and administrative skills
- Relevant experience working within arts administration, heritage or the charity sector
- Excellent communication skills, demonstrating a commitment to clarity and accuracy with appropriate tone and style in correspondence and minutes
- Ability to manage own workloads and collaborate with colleagues on shared tasks and projects to ensure milestones and objectives are met
- A fast, independent learner, able to take initiative and follow through with ideas, ensuring all necessary tasks are delivered thoroughly and carefully and within tight deadlines
- Can demonstrate an ability to analyse and produce clear reporting on written and financial information (e.g., application data, budgets and financial reports) for presentation to colleagues and Trustees
- Excellent IT skills (for example, advanced MS Excel skills, SharePoint, Teams, project management platforms and online form builders)
- Ability to multitask, work adaptably within a dynamic environment, meet deadlines and work efficiently under pressure
- Ability to deal with confidential information appropriately
- A personable approach, able to build and maintain strong working relationships with colleagues, grant recipients and other stakeholders
- A problem-solving attitude with an ability to work effectively independently and as part of a team
- Interest in, knowledge of and commitment to choral and organ music, classical music and/or music education
- Experience of applying for or making grants within a charitable trust, foundation or public-sector body

DESIRABLE

- Working knowledge of a Customer Relations Management database. The Trust uses Beacon CRM and would welcome prior experience on this platform
- Experience of website content management systems and project management systems such as Monday.com

TERMS AND CONDITIONS

- Contract hours: part-time (22.5 hours per week). Core hours of work to be agreed on appointment.
- Place of work: remote working and other locations as required. This includes but is not limited to termly in-person team meetings (usually in London) and occasional evening and weekend events, although good notice will be given.
 - An ability to travel around the UK is essential. Expenses will be reimbursed for travel and overnight accommodation where appropriate.
- Annual leave: The annual leave period runs from January to December. Full time employees are entitled to 25 days per year plus public holidays. Part time employees receive a pro-rata allocation.
- Notice period: 3 months
- A work laptop will be provided
- A professional development plan that includes training, support and mentoring is offered to all employees
- Employees are automatically enrolled in the Trust's workplace pension scheme
- Start date: September 2026 or as soon as possible thereafter

HOW TO APPLY

Applications should be submitted via the [application form](#). Please answer the questions carefully, clearly outlining your interest in the post, how your skills and experience match the person specification and job description. We may utilise Artificial Intelligence (AI) tools to assist in the recruitment process, but final decisions at all stages (e.g. longlisting/shortlisting/offers) will be made by human recruiters to ensure a holistic evaluation of candidates. Shortlisted applicants will be invited to complete online assessment tasks and invited to interview.

Incomplete applications will not be considered. Due to the volume of applications, we are unable to provide feedback to applicants who have not been invited to interview.

USE OF ARTIFICIAL INTELLIGENCE IN APPLICATIONS

Whilst we are mindful that you might employ AI tools to draft, proofread, or format your application, your submission must be genuinely yours. We require that any statements and personal examples reflect your actual experiences and qualifications and that you take full responsibility for the accuracy and authenticity of the information provided. Relying heavily on generic AI-generated content may impact our ability to fairly assess your skills, which can negatively affect your chances of being shortlisted.

EQUAL OPPORTUNITIES

We are committed to ensuring equality of opportunity in recruitment and employment and operate a guaranteed interview scheme for disabled applicants who meet the minimum criteria for the role. If you

believe you would be eligible for a guaranteed interview, please indicate this by checking the relevant box in the declaration section of the application form.

For an informal discussion about the post or application process, please contact Jonathan Mayes, Cathedral Music Trust's CEO: jonathan.mayes@cathedralmusictrust.org.uk.

TIMETABLE

Application deadline: 9am Monday, 20th July 2026

Stage 1 interviews: via Zoom in the week commencing 27th July 2026

Stage 2 interviews: in person - dates tbc but likely August 2026