



Volunteer role description: Funding Research Volunteer UK-wide

Section 1: What is Making Music and what do we do?

Vision

Our vision is of communities enriched by flourishing amateur and community music groups offering opportunities for participation and engagement in music to all in their locality, transforming individual and community wellbeing.

Mission

Making Music's mission is to support, develop, connect and champion its members and everyone who makes, performs and presents music on a voluntary basis.

Objectives

1. To provide excellent membership services that enable music groups to develop and thrive, artistically and organisationally
2. To extend our membership in order to strengthen our voice, enable music groups to remain sustainable, and facilitate as many individuals as possible having access to musical participative opportunities
3. To represent amateur music at a local, national and UK-wide level to ensure it has the best possible conditions to flourish
4. To encourage more and new people to become involved in music so that more individuals and communities can experience and enjoy the benefits

Section 2: Purpose of role

The Funding Research Volunteer will be an invaluable support for Making Music member groups across the UK. By researching and disseminating information on funding opportunities, the Funding Volunteer will help to provide the tools for our members to achieve financial stability and sustainability.

Section 3: Main activities/tasks:

- Researching funding and fundraising opportunities and writing these up for promotion on the Making Music website
- Working with the Member Engagement Manager to develop funding guidance, both general and specific, for members
- Attending volunteer meetings as required

Section 4: Skills/experience required:

Essential

- Research skills and the ability to process complex information effectively
- Excellent communication skills
- Well organised and able to work under own initiative
- The ability to represent Making Music in a professional manner
- Competence using IT to support the role (e.g. admin, communications, data handling)

Desirable

- Knowledge of fundraising and the voluntary sector
- An interest in music

Section 5: Application process

Applicants must complete the volunteer application form (a C.V. is not required but may be supplied if you wish) and details of one referee. An informal interview to discuss the role in more detail is required (either in person or by skype /telephone as appropriate) before a position can be offered.

Section 6: Training offered

A full induction will be provided. Regular in-house training on best practice will be given, and further training may be offered where resources allow.

Section 7: Location

Home based, with occasional travel further afield in agreement with the Member Engagement Manager.

Section 8: Expenses

Out of pocket expenses, supported by receipts, will be paid in line with Making Music's Expenses Policy.

Section 9: Hours

There are no set shifts, and some flexibility would be appreciated. We would like the Funding Research Volunteer to be able to commit to 2 - 3 hours per week.

Reporting to: Sharon Moloney, Member Engagement Manager

Contact information:

Sharon Moloney
Member Engagement Manager
020 7939 6046
sharon@makingmusic.org.uk