



Volunteer role description: Funding Research Volunteer UK-wide

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

Vision

Everyone has opportunities within reach to make and present their kind of music with others.

Mission

Making Music is a membership organisation which supports, stands up for and celebrates groups of people making and presenting music together in their leisure time across the UK.

Objectives

In the next five years (2017-2021) Making Music will:

1. Help Making Music groups become stronger and better able to connect with new members and audiences
2. Stand up for and celebrate Making Music groups, their members, and others coming together to make or present music in their leisure time across the UK
3. Invite and welcome all kinds of music groups to become part of the Making Music community
4. Ensure Making Music is sustainable and robust for the longer term

For more information, please visit <https://www.makingmusic.org.uk/about-us/annual-report-and-accounts>

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) 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 / copies of phone bills, 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/is available. We would like the Funding Research Volunteer to be able to commit to an average of 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