



**APPOINTMENT OF**

**DEVELOPMENT OFFICER**

**GUILDHALL SCHOOL OF MUSIC AND DRAMA**

# Contents



Recruitment and Selection Process

Job Description

Person Specification

Summary of Terms and Conditions of Employment

Departmental Information

Information on the City of London Corporation

Equal Opportunities Policy

The information in this pack can be made available in large print, Braille or on audio tape if required. Please contact 020 7332 3978 for more information.

# Recruitment and Selection Process



Completed application forms should be submitted to the Corporate Recruitment Unit by **12noon** on the closing date of **Tuesday 14<sup>th</sup> September**.

You should note that for efficiency reasons, we are unable to acknowledge individual applications. If you do not hear from me within four weeks of the closing date, I regret that on this occasion your application has not been successful.

Contact details are

Corporate Recruitment Unit, Corporate HR Unit, Town Clerk's Department, City of London Corporation, PO Box 270 Guildhall, London EC2P 2EJ

T 020 7332 3978

E [cru@cityoflondon.gov.uk](mailto:cru@cityoflondon.gov.uk)

Candidates should note that any offer of employment made by the City of London will be subject to providing the documentation below and satisfying the following checks as outlined in the City Corporation's Pre-Employment Screening policy:

- Proof of identification
- Proof of right to work in the UK
- Proof of address (utility bill or confirmation from electoral register)
- Five year's employment history
- Two satisfactory references
- Medical assessment, which may include a medical examination by a Doctor nominated by the City of London

You are always advised not to resign from your present employment until any offer of employment has been confirmed.

## Job Description

<b>Job Title</b>	Development Officer
<b>Department</b>	Development Office, External Relations, Guildhall School of Music & Drama
<b>Grade</b>	C/D
<b>Location</b>	Guildhall School of Music & Drama
<b>Responsible to</b>	Head of Development
<b>Responsible for</b>	n/a

### Purpose of Post

To work as part of the Development team in raising funds in support of the Guildhall School of Music & Drama and its students and to focus on fundraising from individuals, trusts, companies and City livery companies in support of revenue projects, primarily the annual Scholarships Fund.

### Main Duties & Responsibilities

1. To raise funds in support of the Guildhall School in the form of cash gifts and pledges from a variety of philanthropic sources including individuals, businesses, grant-making trusts, and City livery companies
2. To achieve a personal fundraising target agreed on an annual basis
3. To maintain regular face-to-face and personal contact with fundraising prospects and existing donors as part of ongoing cultivation and stewardship activities
4. To maintain an agreed portfolio of prospects and existing donors and to provide comprehensive and regular activity reports for the Head of Development and Director of Student and Corporate Affairs as required
5. To identify and research potential new donors and plan appropriate and bespoke personal approaches to individuals, trusts and businesses in support of the School's fundraising priorities
6. To liaise with other administrative and academic departments regarding the Scholarships Fund on behalf of the Development Department and to advise on how revenue and endowed funds may be disbursed
7. To liaise with donors and colleagues regarding various nominated and competitive prizes on behalf of the Development Office
8. To raise money through the Silk Street Award appeal and to organise the annual Silk Street Award recital

9. To liaise with various external groups in encouraging them to attend performances or to develop opportunities and bespoke events to engage them in the activities of the School
10. To ensure that donors are thanked and stewarded appropriately and to involve them in the School's ongoing programme of performances and other activities
11. To ensure that cash donations and pledges are acknowledged and financial details are recorded accurately on the department database (Raiser's Edge) in a timely fashion
12. To prepare bespoke written proposals for potential donors and reports on grants or donations for existing funders as appropriate
13. To maintain good relationships with staff at all levels in the academic and administrative departments of the Guildhall School, students, Governors, Trustees of the Guildhall School Trust and Development Fund, and external supporters and stakeholders
14. To represent the Guildhall School and External Relations department at various School performances, events and external functions outside usual working hours
15. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
16. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
17. To undertake any other duties that may reasonably be requested appropriate to the grade

# Person Specification



<b>Job Title</b>	Development Officer
<b>Department</b>	External Relations, Guildhall School of Music & Drama
<b>Grade &amp; Level</b>	C/D <b>Level: 2</b>

Please find below the key skills, experience and core behaviours required to undertake this post.

## Technical Skills / Professional Qualifications / Relevant Education & Training

- Good working knowledge of the Data Protection Act and tax-efficient giving (e.g. Gift Aid) and their implications in development work
- Awareness of the Institute of Fundraising's Codes of Fundraising Practice or equivalent
- Excellent knowledge of Microsoft Office including Word, Excel and PowerPoint
- Experience of using fundraising/relationship databases, especially Raiser's Edge
- Educated to degree level or equivalent

## Experience Required

- Some experience in a fundraising or similar role
- Experience of achieving personal financial targets through fundraising activity
- Experience of working in a HE environment or performing arts industry
- Good understanding of the strategic role of development within a major international educational institution that serves the performing arts industry
- Flexible, able to prioritise effectively and manage more than one project at once
- Ability to communicate and negotiate effectively at all levels
- Able to act as an external ambassador for the Guildhall School and its activities
- Organised and able to meet deadlines
- Effective and dynamic team player
- Excellent time management
- Good interpersonal skills
- Ability to develop strong relationships with an external network of donors and potential donors to the School
- Able to develop and sustain relationships with Guildhall School colleagues and students
- Excellent communication skills (written, verbal, presentation and listening)
- Self-motivated and a self-starter
- Able to use own initiative
- Have an awareness and sensitivity to the distinctive issues faced by the School's students and graduates and able to respond imaginatively to the challenges that this creates
- Interest in the performing arts

## **Other Relevant Information eg. working hours or desirables (only if applicable)**

35 hour week per week. Regular out-of-office-hours working in order to meet with donors and represent the School at performances for which time off in lieu may be available

## **Core Behaviours**

### **Thinking**

**Planning and Organising...** Managing time, competing priorities and resources in a structured way.

- Plans ahead to ensure agreed deadlines are met
- Changes priorities and switches between tasks without losing sight of deadlines
- Monitors plans and progress, taking corrective action where needed
- Pro-actively keeps relevant stakeholders informed of plans and updates them when things change

**Analysis and Problem Solving...** Analysing information logically, drawing on one's knowledge and experience base and calling on other references and resources as necessary to generate appropriate and/or creative solutions.

- Identifies the component parts (facts, characteristics, qualities, concepts, environment etc) that need or potentially need to be considered in resolving a problem
- Goes beyond the more obvious considerations to include those that may not at first appear directly relevant to the issue or problem
- Applies common sense along with more formal analytical techniques to keep issues in perspective
- Learns from errors, putting in place systems and processes to ensure problems don't reoccur

### **Building Relationships**

**Communication and Influence...** Presenting information and arguments verbally or in writing to improve understanding, influence outcomes and foster engagement and support.

- Takes account of the audience and/or readership, the urgency and the content of the message
- Gets key points of written communication across without ambiguity
- Contributes effectively and concisely at team meetings
- Gives appropriate and balanced feedback (and is accountable for/stands by comments made)

**Team Working...** Using appropriate interpersonal skills and working cooperatively to contribute to the development and management of positive and cohesive teams and

partnerships within CoL and beyond.

- Asks for feedback about own behaviour and style, adapting approach accordingly
- Takes an interest in the 'person' as well as their work
- Willingly shares ideas, resources and information with others
- Offers assistance to colleagues under significant pressure or stress

### **Self-Managing**

**Accountability...** Being responsible for one's own actions, seeing things through, doing what we say we will.

- Manages time and workload effectively
- Takes responsibility for delivering own work without unnecessary supervision
- Takes quick action to address problems either individually or through involving others
- Accepts constructive feedback and adapts actions/behaviour accordingly

### **Achieving**

**Drive and Perseverance...** Maintaining a high degree of motivation and commitment to producing work of the highest possible standard at CoL, finishing what we start even in the face of challenging obstacles.

- Sets stretching personal goals and achieves them
- Is tenacious, perseveres in difficult circumstance
- Demonstrates a disciplined approach to completing what has been started
- Seeks out additional work when capacity allows, including work beyond own immediate responsibilities

### **Recruitment – Note to Applicants**

*These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.*

*Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.*

# Summary of Terms and Conditions of Employment



This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

The salary range for this job is £24,460 - £34,550 inclusive of a special London Supplement of £4,780 p.a. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

New appointees will normally be placed on the bottom of the pay scale.

## **Contract**

The job is offered on a permanent basis

## **Hours of Work**

Normal office hours are 35 hours per week, excluding lunch breaks, Monday to Friday inclusive but the postholder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be given to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme if you have a contract of employment for more than 3 months. Employees contribute between 5.5 and 7.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may

contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme. Normal retirement age is 65 years.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month by either party after satisfactory completion of probationary period.

## The Guildhall School of Music and Drama

The modern Guildhall School is distinctive in being the only major European conservatoire which is both a music school and a drama school, and one which is pre-eminent in technical theatre, professional development and music therapy. A thriving [Junior Guildhall](#), the recent addition of the [Centre for Young Musicians](#) and a range of annual summer schools further complement the outstanding opportunities available. Long recognised as a centre of excellence, the School has been twice-honoured by consecutive Queen's Anniversary Prizes; in 2005 for its unrivalled development and outreach programme, Guildhall Connect, and in 2007 in recognition of the achievements and work of the School's Opera Programme over the last two decades.

Since its founding in 1880, the Guildhall School has stood as a vibrant showcase of the [City of London Corporation](#)'s commitment to education and the arts. Situated in the heart of the City, the School moved to its present premises in the [Barbican](#) in 1977 solidifying a unique link with both Europe's largest arts and conference centre, including the Barbican Hall and the Pit Theatre, and the world-class [London Symphony Orchestra](#). This connection is now formally recognised with the establishment of the LINK Alliance, a partnership between the School, the Barbican Centre and the LSO to create the world's leading centre for performance, training and education in the performing and visual arts.

The reputation of the teaching and increasingly the research across all the disciplines in the School is unrivalled. Students experience working in a professional context to professional standards with an exemplary pool of outstanding artists who work with us as directors, conductors, coaches and tutors. The School's graduates consistently succeed at the highest levels of their chosen profession.

The School currently numbers over 800 students on its roll call, approximately 700 of whom are undergraduate and postgraduate music students. At the present time, 135 are studying on the Acting and Technical Theatre programmes. In any given year, about 40% of the students are from outside the UK typically representing over 40 nationalities.

The Guildhall continues to enhance its programmes and contribute to the cultural life of the City by forging even stronger ties not only with the Barbican Centre and the LSO, but also the BBC Symphony Orchestra, the London Jazz Festival, the City of London Festival, the Royal Court, and the RSC.

The most significant investment in the Guildhall School's future was recently announced with unveiling of the plans for the £90 million redevelopment of the neighbouring Milton Court site. The new building will house three new performance spaces: a concert hall (610 seats), a theatre (225 seats) and a studio theatre (up to 128 seats) in addition to drama teaching and administration spaces. By the anticipated opening in the spring of 2013, the Guildhall's facilities will at long last match the outstanding quality of its training and the success of its graduates.

# Introduction to the City of London Corporation



## About the City

The City is the world leader in international finance and business services – a global powerhouse at the heart of the UK’s financial services. The City of London Corporation provides a dedicated service to the City, from essential infrastructure maintenance to strategic economic development as well as carrying out the normal functions of a local authority. It also provides a range of services that make a wider contribution to economic, social and environmental well-being. Many of these have a direct effect on people outside of the City’s geographical boundaries and contribute to a wider regional and national prosperity.

The City Corporation pre-dates Parliament and its experience and tradition underpin its modern and efficient services. Its constitution is rooted in the ancient rights and privileges enjoyed by citizens before the Norman Conquest in 1066. It proudly maintains its heritage through a series of ceremonial functions, including the Lord Mayor’s Show, that uphold the distinctive nature of the City and the City of London Corporation.

## Organisational structure

The City Corporation is run through the Court of Common Council – its main decision making body – which is presided over by the Lord Mayor.

The Court is made up of Members and Aldermen who are elected from the City’s 25 wards to represent the interest of both residents and businesses. The Court operates on a non-party political basis and meets to debate issues that have arisen from the City Corporation’s diverse committees.

These committees, with the City of London Corporation overall direction provided by the Policy and Resources Committee, discuss day to day activities and projects in collaboration with City of London Corporation officers who carry out the work and report to the Town Clerk.

## Our Vision

The City of London Corporation’s vision is;

***The City of London Corporation will support and promote the City of London as the world leader in international finance and business services, and will maintain high quality, accessible and responsive services benefiting its communities, neighbours, London and the nation.***

## Our Strategic Aims

From this overall vision we have three strategic aims:

- To support and promote ‘The City’ as the world leader in international finance and business services.
- To provide modern, efficient and high quality local services and policing within the Square Mile for workers, residents and visitors whilst delivering sustainable outcomes.
- To provide valued services to London and the nation.

## **Our Medium Term Policy Priorities**

These aims are supported by five key medium term policy priorities:

- Improving our efficiency whilst maintaining the quality of our services
- Being a good neighbour
- Supporting people and business through the current economic downturn
- Acting as a voice for the City and all its communities
- Providing cultural opportunities for all

## **Our Core values**

The City Corporation has three core values that inform the way we work, what we do and how we do it:

- **The right services at the right price**

Providing services that our varied communities need in an efficient and sustainable manner, as established through dialogue and consultation.

- **The best of the old with the best of the new**

Securing ambitious and innovative outcomes that make a difference to our communities whilst respecting and celebrating the City’s traditions and uniqueness, and maintaining high ethical standards.

- **Opportunity and prosperity for all**

Demonstrating commitment to equality and diversity of opportunity for those within and beyond our boundaries and seeking to increase social capital and economic wellbeing through investment in people, services and infrastructure and responsible management of natural resources.

**Further detail is provided in the City Of London Corporation’s Corporate Plan 2009-2012, available on the City’s website: [cityoflondon.gov.uk/corporateplan](http://cityoflondon.gov.uk/corporateplan)**

## **Performance**

In February 2009, the City of London Corporation was given the highest rating of four stars for performance (of our local authority functions) and judged to be improving strongly in the Audit Commission’s Comprehensive Performance Assessment for 2008. We retained our scores of 4 for Children and Young People and for Adults Social Care.

Full details of all our services are available on our website [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk)

## **.Partnerships**

The City of London Corporation is also the lead organisation in the City's local strategic partnership: The City Together (TCT) Board. The TCT is responsible for delivering the wider priorities for the City's communities as laid out in the sustainable community strategy (SCS) entitled *The City Together; the Heart of a World Class City 2008-2014*.

### **Vision, Themes and Goals**

The vision for The City Together is:

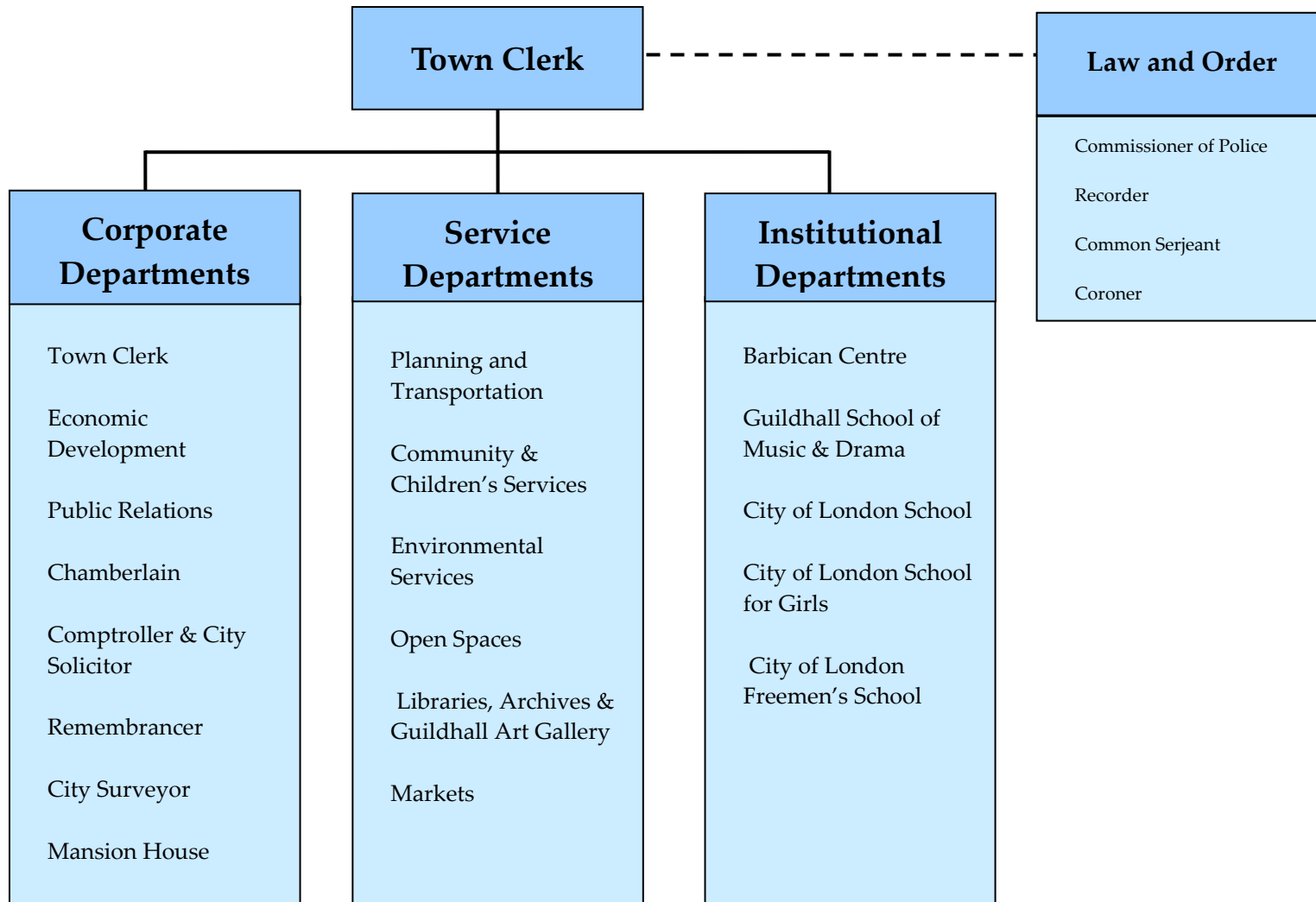
*The City Together will work to support the City of London as a leading international financial and business centre in a way that meets the needs of its diverse communities and neighbours.*

The five themes for The City Together Strategy are:

*The City Together: The Heart of a World Class City which*  
*....is competitive and promotes opportunity*  
*....supports our communities*  
*....protects, promotes and enhances our environment*  
*....is vibrant and culturally rich*  
*....is safer and stronger*

More information can be found at [cityoflondon.gov.uk/thecitytogether](http://cityoflondon.gov.uk/thecitytogether)

# Organisation Chart for the City of London Corporation



# Equal Opportunities in Employment Policy



## Introduction

The City of London Corporation values the rich diversity and creative potential people with different backgrounds, skills and abilities bring to the workplace.

Our equal opportunities policy aims to treat all current and prospective employees fairly and with dignity and respect.

The City of London Corporation will not tolerate unfair treatment on the grounds of: age, disability, employment status, ethnic origin, gender, marital status, nationality, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, trade union or political activity or any other reasons which cannot be shown to be justified.

In applying this policy, the City of London Corporation recognises its obligations under relevant employment and equality law and Codes of Practice. However, our policy is not just about legal compliance but goes wider. We will be proactive in promoting our commitment to equality and diversity and to being a good employer.

## Implementing the policy

Promoting equal opportunities is one of our Core Values and we want our policy to be implemented. We will

- communicate the policy to all employees
- provide appropriate training
- allocate clear responsibilities

## Responsibility

The Town Clerk has overall responsibility for ensuring the implementation of the City of London Corporation's Equal Opportunities Policy. Each Chief Officer has responsibility for ensuring successful implementation of the policy within their own department. We all have a responsibility to contribute to its success by ensuring our behaviour supports the principles laid out in the policy.

The City of London Corporation will not tolerate acts breaching our policy. Any breaches will be fully investigated and may be subject to the City of London Corporation's disciplinary procedure.

## Recruitment and Selection

Equal opportunity starts here. We will

- consider candidates solely on merit, against carefully considered, justifiable job requirements
- ensure people involved in recruitment are trained appropriately

- make advertisements welcoming to all types of applicant
- avoid stereotypes that only certain groups of people are suitable for particular jobs

### **Career Development and Training:**

Central to our equal opportunities in employment policy is that we get the best from our employees throughout their careers. We will

- provide the support necessary to help employees realise their employment potential
- encourage employees to apply for jobs which suit their experience and skills

### **Terms and Conditions of Employment**

Fairness in how people are rewarded is fundamental. We will

- ensure terms and conditions, including pay, are fair and equitable, taking account of responsibility, performance and contribution
- ensure that the benefits, facilities and services available to all our employees will be clearly defined so that people are aware of them

### **Flexible Working**

Our policy recognises that patterns of work are changing as employees have to balance work and domestic commitments. We will

- consider requests for flexible working made under our policies in a way which fairly balances the needs of the individual and the City of London Corporation

### **Working Together**

The City of London Corporation is opposed to any form of harassment or bullying on any ground. Our aim is to create an environment where all employees are treated with dignity and respect and to provide a supportive working environment. We will

- ensure that all employees have access to our comprehensive Policy and Procedure on Harassment and Bullying, our Grievance Procedure and our Code of Conduct
- monitor complaints to check that our policy and procedure is working

### **Monitoring and review**

We will regularly check our progress by using workforce monitoring and equality performance indicators. We will

- statistically monitor our workforce composition, staff in post, applicants for jobs, training and development, grievances, disciplinary procedures, dismissals and other reasons for leaving
- use the data collected to examine the success of this policy and to plan for the future
- consult appropriately on the effectiveness of our equal opportunities in employment policy

## **Different Types of Discrimination**

We recognise that discrimination can take different forms

### *Direct Discrimination*

This means treating someone less favourably because of who they are. For example, not offering the best candidate a job because they are black, or married or female is direct discrimination.

### *Indirect Discrimination*

This happens when an unnecessary requirement or condition is applied to a job that affects one group of people more than another. For example, specifying a very long period of continuous employment in a similar job as part of an advert might discriminate against younger people or those who have spent time looking after small children.