



Palmusic UK

Friends of the Edward Said National Conservatory of Music UK
Building Bridges through Music

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Part-time charity **Administrative and Development Manager** vacancy.

An opportunity to help young people lead more fulfilling lives amid the problems of Palestine.

We are a small UK charity devoted to helping young Palestinians through the use of music. We raise money in the UK, support the Edward Said National Conservatory of Music in Palestine and organise concerts in the UK by Palestinian musicians. Our programmes include outreach across refugee camps and villages; distance learning with music students in Gaza being taught from London; help for graduate and post graduate music students in the UK; assistance with teaching publications. We aim to develop all these activities further. We have hosted tours in the UK by the Palestine Youth Orchestra and other groups.

We need a new **Administrative and Development Manager**, as our only paid employee to replace the current one who is sadly leaving. The job is currently three days a week and the office is based at the Arab British Centre. The successful candidate will be supportive of the Charity's aims, with excellent IT and social media skills and experience in arts administration as well as fundraising. Under the guidance of the Trustees and Committee they will arrange concerts, keep in touch with supporters through Newsletters, liaise with partner organisations and be responsible for the Charity's fundraising, records and accounts.

For further information on the charity see: www.palmusic.org.uk. For information on the Conservatory see: www.ncm.birzeit.edu.

Further enquiries should be sent to Sarah Abdel-Qader, the present Administrative and Development Manager at jobs@palmusic.org.uk, 020 78321340.

Key Responsibilities

Administration

- General administration, including maintaining financial and other records (electronic and paper), drafting letters and documents. Answering the telephone, being the first point of contact for all external enquiries and responding to email enquiries.
- Implementing and maintaining operational, office and information systems.
- Ensuring legal requirements are complied with, and reporting to the board of directors.
- Managing the database, ensuring it is kept accurate and up-to-date.
- Attending board meetings, taking minutes and producing reports when required.
- Assisting the Board of Trustees as required.

Communication & PR

- Leading and implementing marketing and communications strategies and social media strategies.

COMMITTEE: Dr Heba Zaphiriou-Zarifi* (Chair)/ Dana Aboul-Jabine/ Lord Cope of Berkeley*/ Prof. Wissam Boustany* / Viscount Eccles CBE / Prof. Colin Green* / Robin Kealy CMG / Michel Massih QC/ Countess of Sandwich / Lena Saleh* / Usama Tuqan* *Trustee

ADMINISTRATIVE & DEVELOPMENT MANAGER: Sarah Abdel-Qader

ADDRESS: 1 Gough Square, London EC4A 3DE | **EMAIL:** contact@palmusic.org.uk | **TELEPHONE:** 020 78321340

Registered Name: The Friends of the Edward Said National Conservatory of Music UK

Charity: No. 1152645 | Company Limited by Guarantee: No. 08291603



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- Assisting with the preparation and distribution of press-releases, mailings, annual reviews and newsletters (print and e-newsletters).
- Managing the website and social media accounts.
- Assisting with the preparation of events programmes, brochures, other publicity and fundraising materials.
- Communicating with our partner organisations about programme details and deliverables.
- Identifying opportunities for Palmusic UK to collaborate with other organisations and promoting the activities of Palmusic UK.

Events and Project Management

- Contributing to the planning and successful delivery of projects and events by communicating with partners and external stakeholders, and ensuring that necessary paperwork and logistics are in place. Planning and managing budgets.
- Assisting with the selection and management of projects such as bursaries for the exchange of teachers and students, events, sponsorships etc.

Fundraising

Leading on fundraising strategy and securing funds for both core costs and projects' costs, through:

- Trusts and Foundations: research, preparation of drafts and submission of proposals and subsequent reports.
- Individual giving (including crowdfunding): building and maintaining good relations with donors and prospective donors. Recruiting new donors.
- Events' fundraising: research and proposal of events such as concerts, sponsor marathons etc.

Skills and competence

- Relevant experience in Fundraising, Project Management and Communications, preferably in the charity sector.
- Excellent written and verbal communication skills and copy-writing skills.
- Strong understanding and experience of online and offline media, including a good knowledge of social media, websites (e.g. WordPress) and mailings (e.g. Mailchimp).
- Ability to multi-task, balance workloads and deadlines, and work independently.
- Numeracy and high attention to detail.
- Excellent IT skills, including Microsoft Office Package and database management.
- A strong interest in arts, and especially in music, is necessary. A genuine interest in Palmusic's mission is also essential.
- Any experience in design would be a bonus.
- An understanding of the situation in Palestine is necessary and a knowledge of Arabic would also be an advantage.

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- Most importantly you will be self-motivated, flexible and creative!

Conditions:

The post is offered on a part-time (three days a week) and self-employed basis (£15-20/hour depending on experience).

Start date: as soon as possible, preferably not later than 18th March.

Office based at Arab British Centre, 1 Gough Square, EC4A 3DE.

What you will get:

You will learn valuable skills in all the different aspects of running a small charity, including fundraising, administration, and communications as well as in event and project management.

You will be part of a small and dynamic charity committed to helping young people transform their lives through music and culture. You will be key to helping the charity develop its work both in Palestine and the UK. You will get the support and access to the network of the Arab British Centre and its resident organisations, and their building facilities. Being based at the Arab British Centre provides invaluable personal and professional support for the right person, granting access to a great community and cultural hub.

If you are interested in working with us, please send your CV (maximum two pages) to jobs@palmusic.org.uk along with a cover letter (maximum one page) explaining what skills you would like to bring to the role and why you are interested in working with us.

Please make sure that you include your education and professional experience, including address (at least city) of the organisations you have worked with.

Please note that you will need to have the right to work in the UK.

Deadline for submitting your application is on Monday 4th March, 5pm.

Interviews: Wednesday 6th March (2pm onwards) at the Arab British Centre, 1 Gough Square, EC4A 3DE.

Palmusic UK is committed to equality of access to its employment. We welcome applications from all sections of the community.

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