



Head of Development Job Pack

WELCOME



NYCOS is a charity with a single-minded mission: to get more talented young Scots singing. We started this journey in 1996 and remain under the baton of founding Artistic Director Christopher Bell, who works closely with our Creative Learning Director Lucinda Geoghegan and our new Chief Executive Kenneth Boyd.

Our small central team has an incredible reach – we work with 170 staff across the country to deliver 22 Choirs (8 National, 14 Regional), as well as in-community and in-school youth sessions, CPD events (including an annual Summer School), as well as countless ground-breaking educational partnerships. And then there's our concert schedule, a true test of any company. Thankfully our young singers have always risen to the occasion, tearing up the rule book on what youth choirs can achieve. Some of them have been with us since age seven or eight, others come to us in their teens or twenties. All of them find our people ready to help them reach an exceptional standard, whether they are preparing to perform at a parish church, the Royal Albert Hall or on Netflix.

In short, NYCOS has come an awfully long way since we first started out, now we are mobilising for our next leap. We've just secured increased Creative Scotland Multi-Year funding, and it's our 30th anniversary in 2026. We want to celebrate all we've achieved, and use this milestone to broker new partnerships to support more of the same, as well as to drive investment in exciting new activities. We're not throwing out the baby with the bath water, we simply want a bigger bath.

Role Purpose

NYCOS is looking to appoint a dynamic and energetic individual to the new role of Head of Development. Working closely with the CEO and line managing the Alumni and Individual Giving Manager, this post will play a central role within NYCOS to develop and implement the fundraising strategy to generate maximum income from grant-giving organisations, donations and corporate support.

You will be an excellent and inventive communicator who can create compelling arguments for funders, based on the work that we do. You will want to make an impact on the lives of children and young people and will be a dynamic researcher of new opportunities to do so. You will be exceptionally well-organised and passionate about your work.

APPOINTMENT DETAILS

Job Title:

Head of Development

Reporting to:

Chief Executive Officer

Supervises:

Alumni and Individual Giving Manager

Location:

NYCOS main office at Savoy House, Sauchiehall Street, Glasgow with potential for home working.

Hours:

Preferably full-time (35 hours per week) but we would consider a part-time position for the right candidate.

Working hours are flexible, between 8.30am to 6.30pm, Monday to Friday, with one hour per day for lunch.

This role will involve some evening and weekend work, including Board and sub-Committee meetings as required, worked within the contracted time (NYCOS operates a Time Off in Lieu Policy).

Salary:

£37,500 -£42,500 per annum (pro rata if applicable)

Pension:

Employer Contribution is currently 5%

Tenure:

Permanent

Holiday entitlement:

34 days per annum including public holidays

Notice:

Three months

RESPONSIBILITIES



Strategy & Advocacy

Lead the application process for Trusts and Foundations and some statutory and corporate organisations, working closely with colleagues across the organisation to collate all necessary information, and compiling final applications with detailed budgets and supporting material.

Design and deliver a successful income generation plan and targets that enables the delivery of our ambitious strategic direction, with the Chief Executive, Artistic Director and Creative Learning Director.

Research further development opportunities in response to planned activity including artistic and creative learning programmes.

Work collaboratively with colleagues across the organisation to ensure that the work of the Development team is fully integrated and supports the delivery of NYCOS' overall objectives.

Support fundraising activities across all areas of activity including cultivation events and stakeholder management.

Develop and maintain productive and positive relationships with staff and trustees, past and present.

Represent NYCOS at internal and external networking opportunities, developing existing and identifying new donor relationships.

RESPONSIBILITIES

Administration

Manage budgets, prepare financial data and monitor incoming grant payments with the Finance team.

Work closely with colleagues to ensure that grants are spent in line with funding agreements.

Continuously monitor and evaluate the effectiveness of fundraising activities.

Produce reports for and make presentations to the Board of Trustees as appropriate.

Ensure supporters are reported to in an appropriate and timely fashion.

Work with marketing colleagues to oversee the development of a consistent and compelling case for support, and create and implement marketing plans for fundraising activity.

Maintain accurate records of all grants and donations including the appropriate destination and Gift Aid Declarations using the organisation's Customer Relationship Management system (CRM).

Ensure the maintenance of up-to-date records, with the ability to generate and analyse data, and ensuring all data adheres to applicable legislation and guidance, including GDPR.

Carry out any other duties as deemed appropriate by the Chief Executive.

PERSON SPECIFICATION



Skills & Experience

Track record of fundraising and cultivating relationships with Trusts and Foundations or other funding organisations.

Proven ability to manage and grow a list of active and significant donors.

Experience in establishing and stewarding productive relationships with funders or other external stakeholders.

Exceptional writing and communication skills, with an ability to convey detailed information in a concise and compelling way.

Ability to work proactively and constructively with colleagues to develop high-quality proposals or other projects.

Exceptional attention to detail and organisational skills.

Ability to prioritise and meet regular deadlines whilst working under pressure.

Experience of budget development and management.

Track record of designing and implementing sustainable strategies to achieve successful revenue fundraising activities.

Experience of managing online fundraising campaigns and organising fundraising events.

Knowledge of relevant charity and tax laws.

Experience of managing people.

PERSON SPECIFICATION

Competencies

Excellent interpersonal and communication skills, with the ability to engage a wide range of people with our work.

High attention to detail, particularly regarding budget and event planning, and in written work.

Exceptional influencing, negotiation and diplomacy skills.

Ability to think and operate strategically and provide flexible solutions.

Able to deliver to demanding deadlines and with a hands-on approach.

Excellent IT skills including use of CRM.

Ability to self-motivate, work as part of a small team, and support colleagues, even under pressure.

Confident, resilient and resourceful, with the capacity to negotiate through personal influence.

A commitment to excellence and professionalism.

Appreciation of and support for the aims, values and ethos of NYCOS.



HOW TO APPLY

Applications information

NYCOS is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnership. Our board and staff believe by improving the diversity within our organisation and our leadership, we will improve the quality of our work.

You will be required to complete and submit the following:

- Curriculum Vitae (CV), 2 pages maximum, 11pt minimum font size
- Covering letter, letting us know why you would like to work with us in this role and the skills and experience you would bring to the position, 2 pages maximum, 11pt minimum font size
- Equal Opportunities monitoring form

In order to ensure the shortlisting process is anonymous and fair, please do not include your name or photograph on your CV or covering letter. Instead, please include personal details in the Equal Opportunities monitoring form.

Please send your completed documents to jobs@nycos.co.uk by noon on **Wednesday 14 May**. We will not be able to consider applications received after this deadline.

Interview dates are to be confirmed. We will provide a BSL interpreter or live captioning if required. Please get in touch if you require any adjustments or assistance to participate, should you be invited to interview.

If you would like to discuss this role further or discuss access requirements before you make an application, please contact Kenneth Boyd, Chief Executive Officer via kenneth.boyd@nycos.co.uk

TERMS & CONDITIONS



The post-holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. Ideally, the post-holder will also have a valid driver's licence.

By applying for this vacancy, you consent to the safe storage and handling of any personal data you've provided to us. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing info@nycos.co.uk.

Good luck with your application and thank you for your interest in NYCOS.

nycos.co.uk

f i t @nycoscotland



All photographys by Sally Jubb.

National Youth Choir of Scotland (known as NYCOS) is a registered Scottish charity, SC024899.