



**Trusts and Foundations
Manager
Job Pack**

WELCOME



NYCOS was founded by Artistic Director Christopher Bell in 1996 to help young Scots across the country reach their singing potential. We know growing up singing in Choirs matters, whether you want a career in concert halls or just the confidence that comes from performing and making new friends. Our Choirs and courses reach more than 30,000 people across the country each year: from toddlers sounding out their first notes to teens and twenty somethings great careers. We have a staff network of more than 200, we're now looking for an outstanding candidate to join our Development team.

The Role: Trusts and Foundations Manager

We love celebrating our successes and building our supporter base, and we already do it really well. However, there's always room for improvement. Our ideal candidate will be a powerful storyteller and collector of data, energised by the prospect of making an impact on the lives of children and young people. You may already be an experienced fundraiser or someone with transferable skills that's ready to pivot. Either way you'll be our lead Trusts and Foundations contact; researching prospects, crafting appeals, managing relationships and reporting activity. You won't do it alone, there's a strong Head Office team, led by our Founder/Artistic Director and Chief Executive, plus a really cracking set of assets. You'll also inherit a great funding pipeline, strong contacts book, and an exciting plan for our 2026 30th anniversary celebrations. We already raise more than £200,000 from Trusts and Foundations each year; we believe there's scope to secure more. So if you like a challenge, love music and live for detail, read on

APPOINTMENT DETAILS

Job Title:

Trusts & Foundations Manager

Reporting to:

Chief Executive Officer

Supervises:

No line management responsibilities

Location:

Flexible with potential for distance and home working. Must be able to travel regularly to the NYCOS main office at Savoy House, Sauchiehall Street, Glasgow and occasionally around Scotland.

Hours:

Preferably full-time (35 hours per week) but we would consider a part-time position of 4 days per week (0.8FTE) 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:

£30,000 -£35,000 per annum (pro rata if applicable)

Pension:

Employer Contribution is currently 5%

Tenure:

Permanent

Holiday entitlement:

28 days per annum, inclusive of Bank Holidays (pro rata)

Office closure for 2 weeks across the Christmas period.

Notice:

Three months

Starting Date:

February 2026

RESPONSIBILITIES



Persuasive Advocacy

Design and deliver a successful income generation plan and targets that enables the delivery of our ambitious strategic direction, with the CEO, Artistic Director and National and Regional Choir Producers.

Ensure our overall Case for Support remains compelling and up-to-date. In particular liaise with Producers on evaluation waves and with the Marcomms function to develop creative new storytelling approaches that will bring the impact we make to life.

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 compile final applications with detailed budgets and supporting material.

Provide timely receipts, invitations and reports to funding partners, in order to maintain productive and positive relationships with administration staff and Trustees.

Continuously monitor and evaluate the effectiveness of fundraising activities, aiming to deliver maximum impact and maximum efficiency.

Recommend and drive targeted additional cultivation activity, from the development of standalone investment materials (digital and hard copy) to receptions and events.

RESPONSIBILITIES

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

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

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

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

Precise administration

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).

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

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.

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

PERSON SPECIFICATION



Skills & Experience

Essential

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 senior and junior colleagues to develop high-quality proposals and creative campaigns.

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

Exceptional attention to detail and organisational skills.

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

Experience of budget development and management.

Desirable:

Track record of designing and implementing fundraising strategies with Trusts and Foundations (or other donor sources) to achieve sustainable revenue

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

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

Experience of managing innovative fundraising campaigns (for example, via events or digital media).

Knowledge of relevant charity and tax laws.

PERSON SPECIFICATION

Understanding of qualitative and quantitative research methods and best channels to target audiences .

Experience working with young people and/or in the arts sector

Competencies

Excellent interpersonal and presentation skills, with the ability to engage a wide range of people with our 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 **5pm on Monday 5 January**. We will not be able to consider applications received after this deadline.

Interviews will take place in person or via video call week commencing **16th January**. 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.

Unfortunately, we will only be able to give feedback to those candidates who are shortlisted.

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

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f @ @nycoscotland



All photographys by Sally Jubb.

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