



GUILDFORD  
CATHEDRAL

## MUSIC ALUMNI PROJECT CO-ORDINATOR

### INFORMATION FOR CANDIDATES

**Role title** Music Alumni Project Co-Ordinator

**Reporting to** Head of Development

**Accountable to** The Chapter of Guildford Cathedral through the Chief Operating Officer

**Purpose** To boost the Cathedral Patrons Scheme by £250,000 over a five year period by primarily but not exclusively making direct requests for financial support to anyone who has been involved in music making at Guildford Cathedral (and their parents/dependents)

**Hours and salary** Anticipated hours during the project of 20 hours per week, at £15 per hour paid monthly in arrears plus bonus of £2,000 if project hits targeted income. Project is expected to last between 4 and 6 months.

#### BACKGROUND

Guildford Cathedral is a sacred space and a community of people who engage with God and the wider world for the common good. We do this by being a warm-hearted community open to God, to all, to growth and to transformation. Over 100,000 visitors come to the Cathedral each year and our Cathedral community comprises thousands who have a relationship with the Cathedral for many reasons; historically through the 'buy-a-brick' scheme in the 50's, and through being part of the worshipping congregations, contributing to our music in all its forms, and serving as staff and volunteers. Daily and Sunday choral services are central to our core task of worship. The Cathedral is led by the Dean with the Cathedral Chapter which is akin to a Board of Directors and charity trustees.

#### KEY TASKS

##### General

- Further develop/hone currently available lists of names and contact details in order to establish a clear definition of the potential target population.

- Prepare a plan of how to contact potential donors. This could initially be as a mail shot followed by a conversation, making sure no breach of GDPR.
- Prepare a story board for use in dialogue with potential investors that can be used by the Development Team and volunteers going forward.
- Adapt the current fundraising system for tracking contacts, responses, follow-ups. This should articulate the dimensions of the 'ask' (monthly donation/annual/one-off).
- Create a communications plan to include 'ask' letters/e-mails/phone calls, chasers and follow ups, thank-yous and ongoing comms about music. These should be capable of being used by the Development Team and volunteers going forward.
- Work with the Development Team and advisors to recruit and train volunteers to contact potential donors. Set goals for each volunteer and follow up regularly to ensure they have all they need and are supported to reach their individual goals.
- Successfully hand over to the Development Team all documents and files so that they can take over administration on an ongoing basis.

## **KEY RELATIONSHIPS**

- The Dean.
- The Chief Operating Officer.
- The Dean's PA/Senior Administrator.
- The Organist and Master of the Choristers.
- Head of Development.
- Project advisory committee.
- Cathedral volunteers.

## **ESSENTIAL SKILLS AND ATTRIBUTES**

- Clear and persuasive oral and written communication skills.
- Ability to work quickly, flexibly, and without constant supervision.
- Excellent administrative and organisational skills.
- Training skills to enable a team of volunteers to support the project.
- Proven ability to work with spreadsheets and keep data accurately.
- Enthusiasm and a desire to succeed.
- Ability to motivate and enthuse those not under direct control.
- An interest in choral music.
- Self-motivation and ability to achieve results quickly.
- The ability to work in harmony with the mission and ethos of the Cathedral.
- The proven ability to plan and work strategically.

## **DESIRABLE SKILLS AND ATTRIBUTES**

- Marketing experience, ideally in a business to consumer (B2C) environment.

## RECRUITMENT PROCESS

To apply for this post, please visit the Cathedral Website ([www.guildford-cathedral.org](http://www.guildford-cathedral.org)) and complete the application form provided. Please send this with a covering letter addressing the Key Tasks and Essential Skills and Attributes, as well as your CV, to [Dops@guildford-cathedral.org](mailto:Dops@guildford-cathedral.org) or Matt O'Grady, Guildford Cathedral, Stag Hill, Guildford GU2 7UP. Referees will not be approached without your consent. Applications will only be considered with a completed application form, CV and covering letter. Guildford Cathedral operates under a Safer Recruiting policy. Proof of eligibility for working in the UK will be required before appointing.

For an informal conversation please contact Matt O'Grady on 07757 850952. Closing date for receipt of applications is 6 September 2024.