

# PHILANTHROPY ADMINISTRATIVE ASSISTANT

Development

Grade 4, Full time, Permanent

Job reference number: 406-25



## Applicant Information Pack

---

### Closing date

9am Wednesday 1 October 2025

### Interview date

Tuesday 14 October 2025

Late or incomplete applications will not  
be submitted to the Shortlisting Panel

### Contents

- Job Description
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- How to Apply

## Job Description

---

Job title	Philanthropy Administrative Assistant
Department	Development
Grade	4
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Development Manager (Philanthropy)
Responsible for	n/a
Liaises with	<p><b>Internal</b> Development Manager (Philanthropy), Head of Philanthropy and Corporate Partnerships, Head of Development Operations, Director of Development, Development division, Marketing and Communications team, Box Office, Faculty, students</p> <p><b>External</b> Alumni, donors and supporters, prospective supporters, suppliers</p>
Job overview	<p>The Royal College of Music (RCM) Development team raises significant funds each year from individuals, companies, charitable trusts and foundations, to support the RCM in its educational and artistic mission.</p> <p>This role provides key administrative assistance to ensure donors feel appreciated and processes run smoothly. The postholder will gain an insight into our various activities, including fundraising from individuals, trusts and foundations, as well as membership and major giving, and will work alongside experienced fundraisers on a variety of assignments and projects. It is an excellent starting point for someone interested in a career in the arts, fundraising or events.</p>

## Key Responsibilities

These include:

- Assist with the administration of the RCM development work, including editing and proofing communications and supporting the organisation of donor visits
- Undertake research for Development Managers on prospects, areas of fundraising and other subjects as required.
- Support the administration and delivery of the Scholarship Programme including preparing stewardship materials for donors and liaising with students.
- Provide administrative support for events.
- Work with the Development team Officers to ensure that supporters are correctly credited in concert programmes, letters, mailings, reports and RCM publications.
- Mark up orchestral call sheets with scholarship supporters and assist with relevant event invitations for opera, masterclasses and concerts in the Events Guide.
- Provide support with Development mailings.
- Assist with the production of thank you letters.
- Co-ordinate thanking process for the Big Give Christmas Challenge campaign which runs from 28 November to 5 December.
- Help to monitor the RCM Scholarships and Philanthropy inboxes.

- Assist with data entry (e.g. contact detail updates, recording communications as actions on RE, etc.) and filing, as required.

## Other

- Undertake other activities that may be required by the Development Manager (Philanthropy), Head of Philanthropy, Operations or Director of Development

## Special Factors

- The nature of this role may necessitate some evening and weekend work on occasion for which time in lieu will be given

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
<b>Qualifications</b>	Educated to degree level or equivalent experience in an Arts, Customer Service or Higher Education organisation	Desirable	AF
<b>Experience, Skills &amp; Knowledge</b>	Experience of working in a busy office environment	Desirable	AF, INT
	Experience of using the Raiser's Edge or similar CRM database	Desirable	AF, INT
	Excellent oral and written communication skills	Essential	AF, INT
	Well organised and able to plan tasks, achieve deadlines and prioritise effectively	Essential	AF, INT
	Excellent attention to detail	Essential	AF, INT
	High standard of IT skills, including Microsoft Word and Excel	Essential	AF, INT
	Excellent attention to detail	Essential	AF, INT
	Able to work flexibly and effectively within a team environment	Essential	AF, INT
	An understanding of the principles of fundraising	Desirable	AF, INT
<b>Personal Attributes</b>	Ability to work successfully on own initiative	Essential	AF, INT
	Ability to act with tact and discretion in dealing with sensitive information and maintain confidentiality where required	Essential	AF, INT
	An appreciation of the arts and music, with a desire to immerse yourself in the work and culture of the Royal College of Music	Essential	AF, INT
	Willingness and ability to work outside normal office hours, including occasional weekend and evening work	Essential	AF, INT

A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life. Essential AF, INT

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Development Manager (Philanthropy) within the scope and level of the post.

## Terms & Conditions

<b>Availability</b>	The post is available from October 2025.												
<b>Contract type</b>	Permanent												
<b>Hours of work</b>	<p>This role is offered on a full time (1FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.30am-5.30pm (with a one hour lunch break), Monday to Friday. The nature of this role may necessitate occasional evening and weekend work (for which time in lieu will be given).</p>												
<b>Salary</b>	<p>RCM Pay Scale Grade 4, incremental points 11 – 15:</p> <table> <tr> <th>Spine points</th><th>Full-time salary*</th></tr> <tr> <td>11</td><td>£28,848</td></tr> <tr> <td>12</td><td>£29,321</td></tr> <tr> <td>13</td><td>£29,907</td></tr> <tr> <td>14</td><td>£30,488</td></tr> <tr> <td>15</td><td>£30,734</td></tr> </table> <p>*inclusive of London Weighting allowance</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	11	£28,848	12	£29,321	13	£29,907	14	£30,488	15	£30,734
Spine points	Full-time salary*												
11	£28,848												
12	£29,321												
13	£29,907												
14	£30,488												
15	£30,734												
<b>Visas/ Right to Work in the UK</b>	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. <a href="#">Visa Checking Tool</a></p> <p>Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the <a href="#">Arts Council</a> website.</p> <p>This is <b>not</b> a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>												

<b>Immigration Advisors</b>	The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the <a href="#">UK Council for International Student Affairs (UKCISA)</a> . Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a <a href="#">list of approved Immigration Advisors</a> .
<b>DBS check</b>	Not applicable for this post.
<b>Probation</b>	The post has a six month probationary period.
<b>Notice period</b>	The appointment will be subject to termination by not less than one month's notice. Notice during probation will be seven days' notice by either party.
<b>Pension</b>	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: <a href="http://www.uss.co.uk">www.uss.co.uk</a> . Arrangements exist for members to make additional voluntary contributions (AVCs).
<b>Annual leave</b>	<p>Full time staff are entitled to 210 hours of holiday per annum, plus public holidays.</p> <p>The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.</p>

## How to Apply

<b>Closing date</b>	<p><b>9am Wednesday 1 October 2025</b></p> <p>Applications received after the stated closing date will not be considered.</p>
<b>Interview date</b>	<p><b>Tuesday 14 October 2025</b></p> <p>Shortlisted candidates will be notified in due course.</p> <p>We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.</p>
<b>To apply</b>	<p>To apply, please submit the following documents available on the RCM jobs page</p> <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Equal Opportunities Form</li> </ul> <p>The above documents should be sent to <a href="mailto:recruitment@rcm.ac.uk">recruitment@rcm.ac.uk</a> by the stated closing date.</p> <p>We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.</p> <p>Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.</p>
<b>Alternative formats</b>	If you need to receive our recruitment documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.
<b>Interview process</b>	Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will

ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

As part of the interview format you may be invited to take a brief tour of our facilities, details will be included in your interview invitation and we will be happy to accommodate accessibility requirements.

A test or presentation may form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

## Staff Benefits

---

<b>Travel</b>	<p>Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
<b>Events</b>	<p>There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.</p>
<b>Eye tests &amp; hearing tests</b>	<p>The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.</p>
<b>Employee Assistance Programme</b>	<p>All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.</p>
<b>Professional Development</b>	<p>The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.</p>

---

## About Us

---

<b>The College</b>	<p>Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2025 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for four successive years, while Music is a new subject introduced to the rankings in 2024.</p>
--------------------	---

**Staff** The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.

**Location** The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

**Department** The Royal College of Music (RCM) Development team raises significant funds each year from individuals, companies, charitable trusts and foundations, to support the RCM in its educational and artistic mission. As part of our fundraising activities, the RCM Development team secures over £2M towards student scholarships annually, as well as philanthropic support for our outreach, access and performance programmes.

---

The Royal College of Music is an Equal Opportunities employer.

Eleanor McKenna  
Development Manager (Philanthropy)  
September 2025

