



The
Yehudi
Menuhin
School

ADMINISTRATOR (MEMBERSHIP AND EVENTS) Candidate Information Pack



**Closing date for applications:
Tuesday 6 July, 5.30pm**

A welcome from the Headmaster

Thank you for your interest in this role. I hope that this document tells you everything you need to know about working at our very special school - most importantly, whether it is the place for you.

The Yehudi Menuhin School is set in gorgeous grounds and we strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school. Being a music school, we hope that everyone who works here has an appreciation and respect for the interests and creativity of our pupils, but we do not expect all staff to be musicians themselves (though over the years many have taken up an instrument as a result of working here!)

We are committed to the wellbeing of all our community, and strive to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place - I hope you will join us.

Ben Gudgeon
Headmaster

A short history of The Yehudi Menuhin School

The Yehudi Menuhin School was founded in 1963 by the celebrated violinist Yehudi Menuhin. A brilliant educator, he feared that the lack of specialist music provision for children at an early age would result in an irreversible decline in the provision of world-class instrumentalists.

Inspired by a visit to Moscow's Central School for Young Musicians, Menuhin set out to develop a specialist music school in the UK for extraordinarily gifted children. These boys and girls, aged between seven and nineteen, would come from all corners of the globe, regardless of their race, creed or parents' financial position. His vision was that the School would not only attract potentially the most outstanding performers of their generation in string instruments and piano, but that they would also become well-rounded and compassionate people as a result of the high quality academic activities and pastoral care provision. Menuhin was also passionate in his belief that the School should share its music with the local community.

In 1964 the School moved from London to its current location in Cobham, Surrey, and gradually expanded to include new teaching and boarding blocks. In 1973 the School was accorded special status as a 'Centre for Excellence for the Performing Arts' and was one of the first schools to receive support from the Department for Education's Music and Dance Scheme. January 2006 saw the opening of the 300-seat Menuhin Hall, greatly enhancing the performance opportunities for the pupils. In 2016, new Music Studios were opened, providing state-of-the-art teaching and practice facilities.

Starting with just 15 pupils in September 1963, the School has expanded significantly over the last five decades while remaining true to Menuhin's values and ethos, and currently hosts around 85 boys and girls between the ages of 11 and 19 from 22 nationalities.

Purpose of the role:

We are looking for a talented and dedicated administrator to join The Yehudi Menuhin School's Development Department, which raises funds from a wide range of individual donors, trusts and foundations. Philanthropic donations are vital to the School and support a range of projects and initiatives, from Student Bursaries through to capital projects, which directly enhance the lives of our pupils.

You will have specific responsibility for managing the administration for The Friends of The Yehudi Menuhin School, which brings together c.750 loyal donors. You will also organise a range of donor events both on site and in the surrounding area (including London), as well as providing general administrative support to the Development Department.

You will join an expanding Development team at an exciting time for the School. Under new leadership, the School is working on an updated strategic plan, which will include several exciting new initiatives for the School to roll out over the next five to ten years.



Key points about the role:

Contract type:

Permanent, full time

Working hours:

37.5 hours per week (with flexibility for evening and weekend events)

Holidays:

25 days annual leave plus public holidays (outside of term time)

Probation Period

3 months

Salary:

£23-£25,000 depending on experience

Pension:

Contributory stakeholder pension scheme (13.5% employer contribution)

Reporting to:

Head of Individual Giving

Key relationships:

Development Director
Trusts and Foundations Manager
Bursar's Office
Marketing and Comms Manager
Hall Box Office

Other benefits:

- On-site swimming pool
- Free lunchtime concerts
- Free school lunches during term-time
- Free parking
- Free counselling

Job Description

Scope of the role

To provide first-class administrative support to the Development Office in the delivery of a comprehensive fundraising strategy for The Yehudi Menuhin School, with a specific focus on managing The Friends of The Yehudi Menuhin School and organising donor events.

Administration

- Provide general administrative assistance to the Head of Individual Giving, Trusts and Foundations Manager and the Development Director in all donor, alumni or membership-related matters
- Take responsibility for the accurate inputting of all donor and alumni information in the School's database systems (Spektrix /iSAMS)
- Process all incoming gifts and ensure that donors are thanked by the most appropriate member of staff and correctly acknowledged on any public-facing channels
- Maintain accurate records of all pledge payments for donors, trusts and foundations etc., process payments when received and ensure that pledges are followed up appropriately
- Process all gifts according to their Gift Aid status, including Charities Aid Foundation and PayRoll giving donations, and process termly Gift Aid claims in coordination with the Bursar's Office
- Organise the mail merging, collation and distribution of all development mailings
- Support all fundraising applications and pitches by arranging printing and mailing of proposals, collating responses, updating records on the School's database (Spektrix) and acknowledging gifts
- Work with relevant colleagues to develop and implement regular processes which increase the quality of data held in the database
- Ensure all data processing is compliant with GDPR, PECR and any other relevant legislation

- Coordinate all logistics for meetings with key stakeholders including Governors, Major Donors, Prospects, Musical Patrons etc.
- Attend and minute Development Committee meetings and ensure timely production and distribution of papers

Friends of The Yehudi Menuhin School

- Be the first point of contact for the Friends and prospective Friends, answering enquiries by telephone and by email
- Administer the Friends of YMS scheme and ensure the timely and effective execution of all Friends processes to ensure maximum donor retention. This includes but is not limited to: ensuring that all records are up to date and properly maintained; all donors are thanked appropriately in good time; oversight of the automated renewal processes; and sending weekly renewal and lapsed letters to Friends without email addresses
- Work closely with the Bursary team to reconcile all income to the Friends bank account and ensure agreed expenditure is correctly recorded
- Coordinate with The Menuhin Hall's Box Office to ensure that all Friends have access to Priority Booking for the Hall's series of concerts and events, in line with their Membership level
- Manage all Friends Management Committee meetings as well as the Friends AGM, including preparing and distributing papers, and writing minutes
- Act as an Ambassador for the Friends scheme, working with the Head of Individual Giving and Marketing and Communications Manager to publicise the scheme to new audiences and demographics

Events organisation

- Organise and manage a range of events for donors and prospective donors, both on the School site and other locations (including London), including organising catering and all other arrangements necessary for the successful delivery of such events, in collaboration with relevant departments (e.g. Music Department)
- Contribute to compiling guest lists, send out invitations and manage all RSVPs
- Organise and manage all Friends events held at the school, including pre-concert drinks and other Friends-only events, such as recitals by YMS alumni
- Welcome donors at events, including occasional evening and weekend events

General

- Be aware of and abide by all Yehudi Menuhin School policies and procedures
- Undertake other duties as may be reasonably requested of your post

Please note

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.

Person specification

This is an exceptional opportunity for a bright, highly organised and meticulous individual who is looking to start or build a career in the charity, arts administration or education sectors. You will have first-class administrative skills and will take pride in ensuring your work is completed efficiently and effectively. You may have some experience of fundraising, marketing, events and/or managing membership schemes, but we will consider other candidates who can convince us that they have the right skills and attitude to thrive in the role.

You do not need any knowledge of classical music to apply for this role, nor do you need previous experience of working in a school.

Below are the specific skills, experience, knowledge and qualifications that will help you to succeed in the role, alongside key personal attributes.

- Strong organisational skills including time and project management
- An ability to prioritise tasks and work effectively to deadlines
- High level of accuracy and attention to detail
- Highly IT literate with proficiency in Microsoft Office, including Word and Excel
- Experience using customer relationship management databases is desirable but not essential, as training will be provided in the School's systems
- Excellent customer service skills and a professional telephone manner
- High level of professionalism and integrity
- Discretion and respect for confidentiality
- Ability to work proactively and independently, with minimal supervision – to see what needs doing and get things done
- Ability to build positive, ongoing relationships with colleagues, both within the team and across operational boundaries – demonstrating tact, emotional intelligence and the ability to work collaboratively to reach mutual goals
- Excellent communication skills, both in writing and in person, and the ability to represent the School to donors and other external stakeholders
- Ability to identify and analyse problems and suggest creative and deliverable solutions
- Ability to identify current knowledge level and skills set, and areas requiring development, with a commitment to ongoing improvement



How to apply

To request an application form please contact Lucy Flower at recruitment@menuhinschool.co.uk.

To discuss the role informally, please contact Alix de Mauny (Development Director) at alix.demauny@menuhinschool.co.uk

Your application form should be completed in full and returned, along with a covering letter outlining your reasons for applying and suitability for the position, to Lucy Flower by **5.30pm on Tuesday 6 July**.

Interviews will be held at The Yehudi Menuhin School on Tuesday 13th July, subject to Government Covid restrictions.

The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sections of the community.



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 The Yehudi Menuhin School

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