

**THE MAYOR
OF LONDON'S
FUND FOR
YOUNG MUSICIANS**

The Mayor's Music Fund is seeking an intern with a keen interest in gaining event management experience.

Time period: Mid February – mid June 2014

Working week: 3 days pw. 9.30am - 5.30pm

Place of work: City Hall, The Queen's Walk, London SE1 2AA

Salary: £585 pcm (national minimum wage)

Description of Activity

Provide support to the Executive team with day-to-day operations. This will include general office support and involvement with management of the Scholarships and Partnerships Programmes but will predominantly involve supporting the Chief Executive with delivering the inaugural *London Music Awards* at the Roundhouse on 11 June.

Principal accountabilities

1. Support the Executive team in ensuring all projects and activities are effectively planned and delivered to time and to budget.
2. Support the technical and operational production involved in the delivery of projects and activities, including liaison with relevant stakeholders, partners, venues and statutory agencies as requested.
3. Respond to letters, emails and queries as requested.
5. Assist with the preparations of documentation for Board/Committee meetings.
6. Assist with the maintenance of the website and social media platforms
7. Manage resources allocated to the job in accordance with both the Fund and GLA policies and Code of Ethics and Standards.
8. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this position.

Person Specification

- Interest in event management
- Affinity to the not-for-profit sector
- Interest in music and music education
- Interest in fundraising
- Interest in building relationships/donor care
- Experience of using IT systems to aid project management
- Interest in social media

Sound knowledge of

- Windows based office programmes
- Email
- High level of written and spoken English
- High level of numeracy

Behavioural competencies

- Build rapport quickly with people at all levels and from different backgrounds
- Actively listen to others and be open to their ideas
- Make others feel comfortable and respected by being open and friendly
- Listen to requirements without making assumptions
- Demonstrate an enthusiastic and 'can do' attitude to all requests
- Provides timely, accurate and personalised responses
- Learn from feedback to improve personal service to others
- Plan and prioritise own workload to meet agreed deadlines
- Advise Executive early of obstacles to work delivery
- Persevere and follow work through to completion
- Check for errors to ensure work is delivered to a high standard first time
- Effectively juggle priorities
- Provide workable solutions to solve immediate work problems
- Actively support new initiatives
- Learns from others' experiences
- Stay calm in pressurised and demanding situations
- Respond flexibly to changing circumstances and deadlines

**Please send your CV and a short covering letter to Chrissy Kinsella:
chrissy@mayorsmusicfund.org by Friday 24 January 2014**

N.B. Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.

The Mayor's Music Fund works with the 32 London Borough Music Services to award four-year scholarships to talented and committed children from socially disadvantaged backgrounds, and helps thousands of children to pursue their musical talent through extensive progression and development opportunities.

www.mayorsmusicfund.org

Reg Charity No: 1141216