

# NYJO

## *Development & Communications Coordinator* 2025



Steam Down Big Band | Woolwich Works © Paul Sanders

THE NATIONAL YOUTH JAZZ ORCHESTRA LTD  
A COMPANY LIMITED BY GUARANTEE

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# Introduction

**We're looking for early-career professional(s) who love music and believe in its power to transform young lives. If you have around a year's experience in arts or charity administration and are eager to grow your skills in a supportive team, this could be the role for you.**

This role can be delivered by one person with skills across both Development and Communications, or it can be split into two part-time positions. We therefore welcome applications either for the full-time combined role, or for one of the part-time specialist roles, depending on your skills and interests.

For the combined role, responsibilities are split broadly 3:2 between development and communications. You'll play a vital part in helping NYJO raise the funds that keep our work accessible and impactful, while also sharing our story with a wide range of audiences.

We're seeking candidate(s) with excellent communication skills, strong attention to detail, and the ability to thrive in a busy, energetic small team.

## About NYJO:

2025 sees NYJO celebrating 60 years of creating national youth jazz opportunities. In more recent years, NYJO has undergone a transformative evolution. What started as a single orchestra has grown into a dynamic charity committed to broadening access to music, fostering development and creating performance opportunities for a diverse range of young people aged 11-25.

Our young members come to us for various reasons; some to pursue music and a career in jazz and other genres, while others join to have fun, make new friends, and develop essential life skills. Whether it's building confidence, learning teamwork, or finding their own voice, the impact of NYJO is far reaching and lasting.

The UK Jazz scene has been experiencing an exciting period of growth and innovation in recent years, and NYJO intends to continue to contribute to this vibrant ecosystem.

As we continue to expand and evolve under new leadership, we are looking for a Development and Communications Co-Ordinator to help amplify our message and reach even more young people with the transformative power of music.



## ***About NYJO***

NYJO exists to empower and inspire young people across the UK through jazz. Once a single jazz orchestra for just a handful of aspiring young musicians, we are now a vibrant organisation delivering exciting live performances and engaging participation projects for everyone.

We are committed to supporting and developing musicians of all styles and standards and are proud to be one of Arts Council England's National Portfolio Organisations, playing our part in increasing creativity and opportunity, and making the arts sector more inclusive and reflective of modern Britain.

Our job is to create exciting opportunities that make jazz and creative music-making more accessible to early-career musicians, young people, and audiences.

Across all of our activities, we look for meeting points between the established and the experimental – the past, present, and future – to build bespoke programmes which cater to lifelong and new jazz fans.

Our main focus is the professional development of emerging artists and our Learning programme for under 18s. We work in close collaboration with like-minded partners to deliver projects that respond to local community needs and create an inclusive learning environment which centres the voices of young people.

## ***What we do***

NYJO works with a broad range of young people and musicians, from our Woolwich community to teenagers across the country and our Emerging Professionals, aspiring young musicians aged 18-25.

For our Emerging Professional musicians, we offer rehearsal and paid performance opportunities for large and small ensembles, including recent collaborations with Hermeto Pascoal, Tony Kofi, and award-winning pianist and composer Nikki Yeoh. Some of our current projects include Steam Down Big Band, Blue Note Legacy, Latin collective and a Tribute to James Baldwin, The Fire Next Time and our newest addition NYJO @ Levels, a monthly residency at Peckham Levels where our NYJO musicians have the opportunity to create and perform with a guest artist from our thriving jazz scene.

Nationally, we work with Music Education Hubs and related education organisations to deliver a series of Widening Access Partnerships, developing participatory jazz, learning and performance opportunities for teenagers.

For younger musicians in and around our Woolwich base, we offer a Saturday learning programme that provides ensemble performance opportunities and teaches skills in jazz and improvised music. As part of our local community commitment, we run Holiday Projects for local teenagers and community jazz choir, and will soon launch a beginner instrumental project and a schools project that sees us work across south-east London.





## **Woolwich Works and NYJO Woolwich**

Woolwich Works is a new arts hub with a mission to foster hope and opportunity by enabling local people to realise their creative potential. Set in Woolwich's Royal Arsenal development in south-east London, the venue was established for the benefit of the local community. We're delighted to be a Resident Artistic Company in this historic Thames-side building, providing exciting and rewarding opportunities for the local community to explore and enjoy creativity in all its forms.

From our Woolwich Works home, we run several open-access programmes designed to engage the local community, often specifically targeting young people from disadvantaged backgrounds. These programmes include Sound Foundations, a beginners' brass course in local high schools where instruments are provided on a permanent basis, free of charge; an entry-level Creative Ensemble for students from the Sound Foundations project, and beyond; Holiday Projects; and a Community Choir run in partnership with Age UK.

***"I don't think I would be at music college without NYJO. That's what gave me the ensemble experience to play and interact with other musicians. It really helped me strengthen my skills. I think that's one of the things that got me here. (...) it also gave me confidence to perform. I got used to playing in front of people. It's given me confidence that I'm good at something."***

Former Under 18s Participant

# ***The Role***

We are looking for confident, creative and self-motivated individual(s) at the early-stages of their career who can manage their workload, communicate effectively with donors and audiences, and are excited to grow their skills in fundraising and/or communications within a vibrant and impactful charity.

## ***Key Responsibilities***

### ***Development (3 days per week)***

#### **Trusts, Foundations and Statutory Funding:**

- Undertake desk-based research, and create clear notes on prospective trusts and statutory funders
- Draft briefing notes ahead of funding meetings, and maintain an up-to-date prospective funder pipeline
- Support grant funding administration, including acknowledging grant offers, processing payments, and keeping internal files updated
- Assist with preparation of Arts Council England reporting
- With training from the Head of Fundraising, draft small trust applications (up to £5k)
- Help gather content, data and evidence to support medium/large bid development
- With training from the Head of Fundraising, help gather data for funder reports, learning how to draft and format reports and learn to draft and format these

#### **Individual Giving & Membership:**

- Administer NYJO's individual giving membership scheme, including renewals, fulfilment, and member queries
- Draft and distribute the Members' newsletter, both digital and physical
- Support the organisation and delivery of fundraising events, including managing RSVPs, supporting logistics and attending events
- Maintain donor records on our CRM Beacon in line with GDPR policies
- Support campaign delivery for fundraising initiatives (e.g. NYJO 60th, Big Give)

#### **Development Support:**

- Co-ordinate fundraising proposals, including content collation, layout and visuals
- Support the creation of fundraising materials, including impact case studies
- Contribute to donor communications and stewardship activity
- Assist with other tasks as required by the Head of Fundraising

## ***Key Responsibilities Cont.***

### ***Communications (2 days per week)***

- Help implement NYJO's Marketing and Communications strategy
- Research and write content for the website
- Support with social media, including helping to set up and managing NYJO's TikTok account
- Design assets for print materials, the NYJO website, and social media
- Write NYJO's monthly newsletter
- Update and maintain website content related to news, projects, and events, and support with broader website updates and coordination with developers/designers
- Create compelling visual and written content aligned with NYJO's brand identity
- Help coordinate campaign delivery across channels for performances, education work, and fundraising
- Assist with audience segmentation and analysis to refine communication strategies
- Support planning and delivery of marketing campaigns for tours, digital events and initiatives
- Contribute to internal reporting on audience engagement and digital analytics
- Support with PR and promotion efforts to build audiences and expand engagement in participation activities

### ***Additional Responsibilities:***

**In addition to the core fundraising and marketing duties, this role will take on several cross-functional and practical responsibilities that support NYJO's operations and visibility:**

- Provide light office management support, including liaising with suppliers, managing equipment, and maintaining internal digital systems
- Carry out other ad hoc tasks as required in support of NYJO's small, collaborative team environment

## ***Person Specification:***

### **Essential:**

- Minimum 1 year experience in a fundraising and/or marketing role within an arts or charity setting
- Excellent written and verbal communication skills
- Strong organisational and administrative skills, able to manage competing priorities
- Confident working independently and proactively
- Experience with content creation for social media and email platforms
- Comfortable using CRM systems and digital tools (e.g. Beacon, Mailchimp, Canva, CMS)
- Strong attention to detail, especially in writing and data entry
- Enthusiastic about music, youth arts and social impact

### **Desirable:**

- Experience writing or supporting funding applications
- Understanding of GDPR and data protection
- Familiarity with arts sector fundraising or communications (e.g. ACE reporting, donor events)
- Graphic design or video editing skills
- Experience using analytics tools (Google Analytics, social platform insights)

## ***Further Role Details***

Reports to: Marketing & Communications Manager and Head of Fundraising, with collaboration across the team - meet the team on our website, [here](#)

Hours: Full Time (5 days a week) OR Part Time (3 days for Development role, 2 days for Communications role)

Salary: £26,000 per annum (full-time) OR pro rata for part-time positions

Holiday: 20 days, plus bank holidays (pro rata for part-time)

Location: Hybrid working with 60% in-office - the NYJO team is in the office Tuesday-Thursday and you would be expected to join in person where your working days align with these. NYJO is based in Woolwich Works.

Notice: One month during the 3-month probation period, two months thereafter.

# ***Application Process***

To apply, please submit your CV and a cover letter detailing your relevant experience and explaining why you are the ideal candidate for this role to Hannah Liversidge: [hannah@nyjo.org.uk](mailto:hannah@nyjo.org.uk).

Closing date is Monday 20 October at 5pm; interviews will be taking place Tuesday 28 October.

NYJO is committed to diversity and inclusion and welcomes applications from all backgrounds.

This is a varied role that requires a wide range of skills. We acknowledge that there will be excellent candidates for the role who have some, but not all, of the skills. If this is you, and you think you are the right match for NYJO and believe in what we do, please get in touch with [recruitment@nyjo.org.uk](mailto:recruitment@nyjo.org.uk) and we will be delighted to have an informal chat with you.

NYJO is an equal opportunities employer.

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# NYJO

## ***National Youth Jazz Orchestra***

Woolwich Works, The Fireworks Factory, 11 No. 1 Street, London SE18 6HD

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