

NYJO



Development Coordinator

THE NATIONAL YOUTH JAZZ ORCHESTRA LTD
A COMPANY LIMITED BY GUARANTEE

COMPANY NUMBER: **01334250**
CHARITY NUMBER: **274578**

Introduction

2025 saw 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.

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. In 2026 we are launching our new NYJO Blueprint Orchestra - an exciting, challenging and exceptional big band project. As we continue to expand and evolve under new leadership, we are looking for a Development Administrator to help Build our family of donors and supporters.

About NYJO

Founded in 1965, NYJO has grown from a single jazz orchestra to a vibrant, varied organisation delivering engaging participation projects and impactful live performances for everyone. We exist to empower young jazz musicians and inspire audiences across the UK through our work.

We are committed to supporting and developing musicians of all styles and standards: whether you want to become the next emerging artist or simply play for fun – we're here for it.

NYJO is dedicated to making jazz and creative music-making more accessible to early-career musicians, young people, and audiences across the country. Throughout our activity, we seek to create a meeting ground between the established and the experimental – the past, present, and future – to build bespoke programmes which cater to lifelong and new jazz fans.



Our work spans three core areas:

Emerging Professionals - We curate exciting performance projects for audiences and emerging professional musicians aged 18-25, underpinned by a programme of Professional Development.

NYJO Learning - We create accessible learning programmes for all, providing young people with impactful tools for personal growth through creative music-making.

Community Outreach - We are passionate about responding to and representing our communities, both locally and nationally, in physical and digital spaces.

We work in close collaboration with likeminded partners to deliver projects that respond to local community needs and create an inclusive learning environment which centres the voices of young people.

We are a Resident Artistic Company at Woolwich Works, a creative arts centre in the Royal Borough of Greenwich. We are a registered charity and are proud to be an Arts Council England (ACE) National Portfolio Organisation, working towards delivering ACE's strategy to make the arts sector more inclusive and reflective of modern Britain.



Role Purpose

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 management and coordination within a vibrant and impactful charity.

Key Responsibilities:

- Maintain and use to its fullest extent, our Beacon CRM system
- 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. Big Give)
- 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 NPO reporting
- With training, draft small trust applications (up to £5k)
- With training, help gather data for funder reports, learning how to draft and format reports
- 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 including newsletters
- Assist with other tasks as required by the Development Director

Who We're Looking For

Essential

- Experience in a fundraising and/or marketing role within an arts or charity setting
- First class and detailed knowledge of Beacon/CRM systems
- Excellent written and verbal communication skills and able to process data into coherent narratives
- Strong organisational and administrative skills, able to manage competing priorities
- Confident working independently
- Comfortable using digital tools (Mailchimp, Canva, CMS)
- Strong attention to detail, especially in writing and data entry
- Experience in working on events and comfortable interacting with the public
- Enthusiastic about music, youth arts and social impact

Desirable

- Understanding of GDPR and data protection

"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

Further Role Details

Hours: Part-time (3 days per week)

Salary: £26,000 per annum, pro rata

Holiday: 25 days, plus bank holidays (pro rata for part-time)

Location: One day WFH / Two Days in our Woolwich Works Office (to be discussed) This may change occasionally, with some out of hours events work.

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

Reports to: Development Director

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. Please try to address the specific elements of the person specification in your letter. Send your submission to Hannah Liversidge: hannah@nyjo.org.uk.

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 and we will be delighted to have an informal chat with you.

Key Dates:

Application Deadline: 6th March 2026

Online first interviews: 11th March 2026

Second interviews in person: 13th March 2026

NYJO is an equal opportunities employer.



NYJO

National Youth Jazz Orchestra

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