



INCOME AND DATA OFFICER

MANCHESTER CAMERATA – JOB DESCRIPTION



Manchester Camerata

We make music that **matters**.

We make music for **change**.

Manchester Camerata is a registered charity working and performing in Manchester and worldwide since 1972.

Be it opening Glastonbury festival in front of 40,000 people or working intimately in care homes with people living with dementia, we believe in the transformative and connecting nature of music. That connection drives us, and we work with the best creative talent to make this happen.

With our performances, we play music with no boundaries. From an orchestral rave watched remotely by over one million people during the Covid-19 pandemic, to touring Mozart in the most beautifully intimate concert halls or re-imagining classical music with electronic producers at the top of their game; we believe great music is great music and we present this to you at the highest level.

To achieve our artistic excellence and forward-thinking ethos, collaboration is at the heart of everything we do. Led by our visionary Music Director, Gábor Takács-Nagy, we collaborate with diverse international artists, from New Order to Martha Argerich and AFRODEUTSCHE to Lewis Capaldi.

Our artistic vision is based on the belief that what we perform and where we perform must be representative of our current society. To do that we, as a team, commit to constantly challenge the way we work, adopt diversity of thought, and seek new and better ways to be more inclusive.

Income and Data Officer

We are looking for an enthusiastic and motivated 'self-starter' to join our team as Income and Data Officer. This is a new and crucial role, responsible for managing the Orchestra's supporter database and the data it holds; data and process-development; information management; and gift processing. The role will also interrogate and report audience/community participant data for existing and prospective public sector funders such as Arts Council England and the Greater Manchester Combined Authority.

If this role is for you, you will have meticulous approach to data management, ensuring data quality and accuracy to help Manchester Camerata achieve its goals.

You don't have to have a classical music background for this position. We just want someone who is passionate about the impact of music and how it can transform lives.



INCOME AND DATA OFFICER

Job Description

Job title: Income and Data Officer

Reports to: Head of Funding Partnerships, Holly Passingham

Appointment details: 4 days per week / 28 hours (we can be flexible on a variation of this)

Salary: £28,800 per year for 4 days (equivalent to £36,000 full time)

Places of work:

- o The Monastery, 89 Gorton Ln, Manchester, M12 5WF
- o Some flexibility on home working possible.

Key Responsibilities

1. Database and Information Management

- a. As we establish a brand-new CRM system in early 2024, you will ensure data is stored in a structured way, is appropriate and accurate, and is effectively utilised to drive performance and support the development and delivery of the orchestra's strategic objectives.
- b. You will be responsible for supporting colleagues' effective use of the system with your data and database knowledge and expertise.
- c. You will undertake data interrogation and analysis to support and maximise the work of the fundraising team.
- d. You will support the preparation of funding applications and reports to donors and funders with reliable data that demonstrates the orchestra's impact.
- e. You will hold responsibility for data flow between systems (for e.g. our finance system, Xero and our new CRM).
- f. You will manage regular processes including the effective import and export of data from our systems.
- g. To ensure data integrity, you'll undertake data development, enrichment and cleaning projects, and find ways to improve system usage to ensure the highest quality data is available.
- h. You'll champion the effective use of data insight to support a data-driven approach.

2. Gift Processing

- a. You will be responsible for robust and accurate philanthropic income processing for transactions made by supporters.
- b. You'll support fundraising colleagues/ our CEO to ensure donors are thanked promptly and appropriately.
- c. You'll ensure Gift Aid and other regulatory requirements are met for all transactions.



3. Other

- a. You will maintain up-to-date knowledge of system/market developments to support the identification of opportunities that will improve controls, efficiency and automation.
- b. You will carry out other such duties as may be required from time-to-time by the CEO, Head of Funding Partnerships, Head of Philanthropy or Head of Communications and Marketing, or their nominees.

Required skills and experience

- o Excellent computer literacy and experience of working with CRM and finance systems.
- o A process-driven individual who possesses a strong skillset in data management and analysis.
- o Proven ability to take the lead and implement frameworks for best data use.
- o Experienced in developing business and systems processes.
- o An eye for detail and precision, with experience of developing and running data quality checks and creating and delivering data improvement and/or cleaning projects.
- o Excellent numerical ability, comfortable with managing payment processes and the technology that enables this.
- o High proficiency with Microsoft Office packages.
- o Proactive, happy to work both independently and as part of a team, with excellent communication skills.
- o Self-motivated and organised, with the ability to prioritise workloads effectively.
- o Practical working knowledge of the Data Protection Act, General Data Protection Regulation, Privacy and Electronic Communications Regulations, and Freedom of Information Act, as well as of legislation on charitable giving, for example Gift Aid.
- o Passionate about data - both quality and usefulness.
- o An analytical mindset with problem-solving skills.
- o A keen interest in the arts.
- o Experience of working within a fast-paced environment.

Desired skills and experience

- o Relevant professional experience and an openness to further training as required.
- o Knowledge of SQL.
- o Experience of working within the charity sector.



Recent Highlights



★★★★★ 'Energetic Mozart up there with the very best... soloist, conductor and orchestra conjure up a magical soundworld' – BBC Music magazine



Our recording of British-Iranian composer, artist and turntablist, Shiva Feshareki's stunning Venus/ZOHREH.



Commissioned exclusively by Manchester Camerata, the 'Untold' series tells real-life stories through music and spoken word. In this episode, we work with our Music Director Gábor Takács-Nagy.



Our performance of 'Joyful Joyful' with our Artistic Partner AMC Gospel Choir.



Our Camerata commission, 'Be Still' by Daniel Kidane is now played internationally, including by the San Francisco Symphony.



We've opened Glastonbury Festival in front of 40,000 people with Hacienda Classical, a jubilant and very Mancunian project that now tours nationally each year.



How to apply

Manchester Camerata is committed to equal opportunities and diversity in its workforce and positively seeks applications from all sections of the community.

To apply for this role, please send the following to Holly Passingham, Head of Funding Partnerships:

- **A one-page letter that tells us about you and why you'll be great at the role**
- **A CV (max 2 pages)**
- **Deadline for applications is 21st January 2024**
- **Interviews will take place on Thursday 8th February 2024 in person at The Monastery, Gorton Lane, Manchester, M12 5WF.**

If you think this role could be for you but feel uncertain about anything, or just want to find out more about what's in this document we'd like to offer you some time to find out more. Contact Head of Funding Partnerships, Holly Passingham on HPassingham@manchestercamerata.com.

After applying, all applicants will be sent a survey link to help us gather equal opportunities data, which will inform Manchester Camerata's organisational development regarding its Diversity and Inclusion policy and objectives. Please let us know if you have any additional requirements that will help you with your application.