



**HEAD OF FUNDRAISING  
& DEVELOPMENT  
JOB PACK**

**APRIL 2026**

**AUDIOACTIVE**



## **AUDIOACTIVE IS A NON-PROFIT ORGANISATION THAT CREATES SOCIAL CHANGE THROUGH MUSIC AND DEVELOPS EMERGING TALENT.**

We are seeking an ambitious, and hands-on leader to drive our next phase of growth, securing the diverse revenue streams that will empower the next generation of talent and fuel social change through music.

AudioActive provides free open-access sessions, workshops and opportunities that empower young people in Sussex to explore their talent, find their voice and shape their futures. Whether it's emerging rappers, producers, or vocalists; AudioActive nurtures raw potential, providing young people with the tools to turn passion into purpose. From grassroots sessions to talent development, AudioActive is where music meets social impact. We are restless, unafraid and excited about what we do.

After over 20 years and having achieved national and international recognition for our work, we were awarded National Portfolio Organisation status by Arts Council England in April 2023. Over the last 6 years, our turnover and public benefit has grown considerably and our core infrastructure and governance has developed in line with this growth.

With our roots firmly in the Black and underground music scenes, we're proud to have been involved in and nurtured the journeys of some of the brightest talents to emerge in the UK music scene in recent years. AudioActive alumni have won considerable acclaim over the years, including BBC Sound of 2019, BBC Sound of 2020 and various BRIT Awards. We're incredibly proud to have also been endorsed by luminaries such as Ezra Collective and Rizzlekicks at major music industry award ceremonies.



# VISION & MISSION

## **VISION**

Better futures through and for music

## **MISSION**

For young people and emerging artists of all backgrounds to fulfil their potential, through:

### **MUSIC FOR SOCIAL CHANGE** [🔗](#)

Offering innovative, accessible interventions that use music to support Young People & communities to tackle and overcome difficult challenges in their lives

### **GRASS ROOTS TALENT DEVELOPMENT** [🔗](#)

Providing free access to projects, resources and support at different levels to enable Young People of all backgrounds to discover and nurture their talents

### **A FAIRER, MORE INCLUSIVE INDUSTRY & WORLD OF WORK**

Providing further career and professional development opportunities beyond our social innovation and grassroots talent development programmes



# CONTEXT

AudioActive has grown steadily in recent years to an organisation with an annual turnover of over £1 million. We already have an established trusts and foundations income base and are now looking for someone who can build on that foundation while developing new revenue streams; particularly through tenders, commissions and business partnerships.

As our largest programme and grant - a full efficacy study supported by the Youth Endowment Fund - comes to an end later this year, we are entering a pivotal phase of our evolution and looking to use the evidence, learning and credibility that our research has generated to grow commissioned income through tenders and service delivery contracts, helping to diversify our income base.



# OUR VALUES

## **RESTLESSNESS**

We don't ever want to stand still. Music and technology are always evolving and we want to always remain relevant to the younger generation.

## **INNOVATION**

Finding new ways to do things excites us and helps to push the boundaries of music and youth work.

## **COURAGE**

We're not afraid to set ourselves ambitious goals, even if that means facing adversity along the way.

## **COLLABORATION**

Partnership is in our DNA, whether that's with Young People or like-minded organisations who share our vision.

## **AMBITION**

We believe the potential of all Young People to be limitless and will never discourage their ambition.

## **INCLUSIVITY**

Achieving equality in the music industries and in wider society starts by providing equal opportunities for all.

## **PROGRESSION**

We work with Young People and artists at every step of their journey, building relationships that last.

## **IT'S ALL RELATIVE**

Success means different things to different people. We judge our achievements and those of Young People on a case-by-case basis.



# WHO WE'RE LOOKING FOR

We're looking for someone ambitious, proactive and well-organised, who is excited by the opportunity to help shape AudioActive's next phase of growth.

You'll believe in the power of AudioActive's work and the difference it makes in young people's lives. You'll connect strongly with our mission, values and approach and be excited by the opportunity to grow income in a way that is ambitious, values-led and rooted in our purpose.

We're proud to have built a diverse team with a wide range of lived experiences, perspectives and ways of working and we're looking for someone who will thrive in that environment. You'll be adaptable, thoughtful and respectful of different working styles and able to build strong relationships across the organisation in a collaborative, inclusive and supportive way.

Although this is a senior role reporting to the CEO, this is not a job for someone who wants to stay only at a strategic distance. It's for someone who is happy to roll up their sleeves within our small team, write bids, tenders and pitches, develop relationships and help drive income generation directly.

As a diverse-led organisation and to stay relevant and representative to the communities we work with, we especially encourage applications from people with lived experience of marginalisation.



# ABOUT THE ROLE

The Head of Fundraising & Development is a senior, hands-on role that will help shape and drive AudioActive's next phase of income growth. Working closely with the CEO and Senior Management Team, the postholder will lead a focused fundraising and development plan that strengthens established income streams, develops new revenue opportunities through fundraising and business development and supports the organisation's long-term sustainability and growth.

We're looking for an experienced and ambitious fundraiser who can think strategically, build strong relationships, spot opportunities and turn them into income. Fundraising and development activity has so far been led by the CEO, with support from a freelance bid writer and we intend to retain some freelance support where needed or where specialist or specific subject knowledge is required. The successful candidate will be expected to take real ownership of the work and balance leadership with hands-on delivery across both established and emerging income streams.



# KEY RESPONSIBILITIES

## **FUNDRAISING LEADERSHIP, PLANNING AND DELIVERY**

- ↳ Lead the development, implementation and review of AudioActive's fundraising and development plan.
- ↳ Work with the CEO and Senior Management Team to align income-generation activity with organisational strategy, programme delivery and financial planning.
- ↳ Monitor progress against income targets and provide regular reporting, analysis and forecasting to the CEO and Board.
- ↳ Identify risks, challenges and opportunities and respond proactively to strengthen income performance.

## **FUNDRAISING, BIDS AND INCOME GENERATION**

- ↳ Lead and deliver income generation across trusts and foundations, tenders, contracts and commissions and other appropriate revenue streams.
- ↳ Build on established fundraising income while identifying and pursuing new opportunities for growth, particularly through tenders, contracts, commissions and business partnerships.
- ↳ Develop, write and submit high-quality bids, proposals and tenders, drawing on freelance bid-writing support where appropriate.
- ↳ Work with colleagues across the organisation to develop strong, evidence-based cases for support and competitive submissions.
- ↳ Support the development of community fundraising and supporter-led income in a proportionate and sustainable way.



# KEY RESPONSIBILITIES

## **BUSINESS PARTNERSHIPS AND DEVELOPMENT**

- ↳ Develop and grow AudioActive's business partnership offer.
- ↳ Work with colleagues to identify, cultivate and secure new relationships with businesses, CSR contacts that align with our mission and values
- ↳ Create compelling proposals for sponsorship, donations and longer-term partnerships.

## **RELATIONSHIP MANAGEMENT AND STEWARDSHIP**

- ↳ Build, maintain and steward strong relationships with funders, commissioners, donors, business partners and other key stakeholders.
- ↳ Build and steward strong relationships with AudioActive's patrons and ambassadors, ensuring they receive regular, engaging and well-crafted updates that strengthen their connection to the organisation and encourage ongoing support.
- ↳ Maintain oversight of grant milestones, reporting deadlines and funding requirements, ensuring progress is tracked accurately, risks are flagged early and obligations are met on time.
- ↳ Oversee and produce high-quality reports, updates and other communications for funders, commissioners, donors and partners, ensuring requirements are met and relationships are well stewarded.
- ↳ Represent AudioActive confidently and credibly in external meetings, discussions and partnership development.



# PERSON SPECIFICATION

## **ESSENTIAL EXPERIENCE AND KNOWLEDGE**

- ↳ A strong track record of securing income in a charity, arts, youth, cultural or community context.
- ↳ Significant experience of developing successful five and six figure funding applications, bids and proposals.
- ↳ Demonstrable success in securing income through tenders, commissions and business partnerships.
- ↳ Experience of developing and delivering fundraising plans and managing income generation against targets.
- ↳ Experience of building and stewarding strong external relationships with funders, partners, donors, commissioners and other stakeholders.
- ↳ Experience of working in a role that requires both strategic thinking and hands-on delivery.
- ↳ Comprehensive and up-to-date knowledge of the Code of Fundraising Practice and GDPR as it relates to fundraising.



# PERSON SPECIFICATION

## **ESSENTIAL SKILLS AND ABILITIES**

- ↳ Strong strategic thinking, with a practical and delivery-focused approach.
- ↳ Excellent writing and communication skills, including the ability to develop compelling bids, proposals and pitches and tailor messages to different audiences.
- ↳ Strong relationship-building, interpersonal, influencing and negotiation skills.
- ↳ Ability to manage multiple competing priorities, meet deadlines and maintain a high standard of work.
- ↳ Ability to work independently while collaborating effectively with colleagues across teams.
- ↳ Strong planning, judgement and problem-solving skills, including the ability to assess opportunities, analyse risk and make sound decisions.
- ↳ Confidence in developing project budgets and working with financial information.
- ↳ Strong organisational, administrative and digital skills, with the ability to maintain accurate records, manage processes effectively and use systems and tools to improve the quality and efficiency of work.



# PERSON SPECIFICATION

## **DESIRABLE**

- ↳ Experience of working in the youth, music, arts, culture or community sector.
- ↳ Experience of community fundraising, individual giving or supporter-led campaigns.
- ↳ Experience of reporting to Boards or senior leadership teams.
- ↳ Experience of working with, or strong knowledge of, the public and arts funding landscape, including Arts Council England.
- ↳ Understanding of the issues affecting young people and communities facing cultural, social and/or economic barriers.



# WORKING AT AUDIOACTIVE

## **ACCOUNTABILITY AND WORKING RELATIONSHIPS**

Reporting to: CEO

Working with: CEO; Director of Programmes, Communications & Marketing (DSL); Business Analyst; Freelance bid-writer.

## **SALARY, WORKING HOURS AND EMPLOYMENT TERM**

Hours: 30 hours per week

Salary: £32,800 - £34,400 (£41k - £43k FTE)

Hybrid working is available

Hours will be worked mainly during weekdays between the hours of 9am and 6pm. Work hours can be flexible in agreement with your manager.

2 year fixed term contract with the intention to become permanent, subject to funding. A probationary period of 6 months will apply.



# WORKING AT AUDIOACTIVE

## **ANNUAL HOLIDAYS**

The holiday entitlement is 25 days per annum. In addition you are entitled to any bank holidays that are set for the year. AudioActive closes between 27th and 31st December so an additional 3 days are given to allow for this. Part-time staff are entitled to a pro-rata of the days based on their working hours.

## **PENSION SCHEME**

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the Staff Pension Scheme. Contributions are currently 8% of basic salary, of which 5% is payable by the member of staff concerned and an additional 3% provided by AudioActive. Staff will be supplied with further details upon commencement. The pension scheme may be subject to change and staff members may opt not to take part in the Scheme.

## **EMPLOYMENT BENEFITS**

All employees receive a contribution of up to £200 per year (pro rata) to support them to maintain a passion for music and an up-to-date awareness of music, particularly where relevant to young people that we work with. Expenditure is flexible (to be agreed with the CEO) and can include music streaming or magazine subscriptions, gig, festival or conference tickets etc.



# SAFEGUARDING & SAFER RECRUITMENT

Any offer of employment will be made subject to the receipt of satisfactory references and, where relevant, a Disclosure and Barring Service (DBS) check in line with our Safer Recruitment Policy.

AudioActive operates within robust safeguarding standards and procedures. We are fully committed to creating a safe environment for the children, young people and communities we work with. As such, we carry out comprehensive checks on all potential new staff to deter individuals with harmful intentions and reduce the likelihood of unsafe practice.

All staff who work directly with children, young people, or have access to confidential information will be required to complete an enhanced DBS check.

In line with the Rehabilitation of Offenders Act 1974, applicants are required to disclose any unspent criminal convictions. Certain roles, particularly those involving work with children and vulnerable people, are exempt from the Act and may require disclosure of all convictions, including those that are spent. This will be clearly outlined in the recruitment materials for such roles.

We are committed to ensuring that any disclosure is handled in a confidential and proportionate manner and we recognise that a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the role and the circumstances and the background of the offence(s).

If you have any concerns or questions about this process, we encourage you to contact us for an informal conversation before applying.

We operate within an anti-slavery and human trafficking policy.



Head of Fundraising & Development Job Pack

# HOW TO APPLY

To apply for this role, please send an email to [recruitment@audioactive.org.uk](mailto:recruitment@audioactive.org.uk) with your completed application form and a completed equal opportunities form attached. Please attach both in PDF format.

[Download the application form and equal opportunities form here](#)

Within your covering email, please address the following:  
This role is a key appointment for AudioActive as we are at a pivotal moment of our evolution. Please outline why you are interested in this role at this point in your career and what challenges and opportunities you would expect to face as you translate your experience to AudioActive.

If you have any questions or would like to have an informal chat about the role, please contact [recruitment@audioactive.org.uk](mailto:recruitment@audioactive.org.uk).

## **APPLICATION DEADLINE**

The deadline to apply for this role is **9am** on **27.04.26**.

Due to capacity and the number of applications we receive, we regret that we are not able to offer individual feedback on unsuccessful applications at this stage of the process.

# AUDIOACTIVE