St Mary's Music School
EDINBURGH

ST MARY'S MUSIC SCHOOL

Join Scotland's National Music School

Post of Trusts & Foundations Manager (Part-Time)

Application Deadline: 9am, Thursday 8 October 2026
Interview Date: Week Commencing 19 October 2026

About St Mary's Music School

St Mary's Music School is Scotland's specialist music school and the Choir School of St Mary's Cathedral. It is easy to access, situated in a leafy campus in the heart of Edinburgh, a short walk away from Haymarket Station. Co-educational, day and boarding, the School provides specialist music training and an impressive and stimulating academic education for pupils aged 9 to 19 showing special ability and potential in music. St Mary's Music School "aims to provide the highest possible standard of education and training to exceptionally gifted young musicians, in an inspiring, inclusive and supportive environment".

Around 70 pupils, including day pupils, boarders and choristers, come from many different backgrounds and from all parts of Scotland, as well as elsewhere in the UK and abroad. Entry is by audition and pupils gain a place on the basis of musical ability and potential, regardless of personal circumstances. Scottish Government and school funding, up to 100%, is available through the Aided Places Scheme to assist with the cost of tuition and boarding fees. Some Aided Places are available for choristers, and there are also Cathedral bursaries.

The Choir School was opened in 1880 to educate choristers for St Mary's Episcopal Cathedral. Since 1972 the School has also educated young instrumentalists, composers and singers. The School is non-denominational and welcomes pupils of all faiths and none. Music is at the centre of the curriculum. The School runs a chamber-size orchestra, string ensembles, chamber choir, instrumental chamber groups, jazz ensembles and promotes traditional Scottish music.

Pupils share a common love and enjoyment of music and the School aims to ensure that they are given every opportunity to flourish and emerge as excellent musicians capable of using the powerful art of music to inspire and enrich their own lives and the lives of others. We aim to prepare pupils musically, academically, socially and emotionally for the next stage in their educational development. We encourage a high level of motivation and self-esteem, giving all pupils the opportunity to achieve their potential and promoting self-discipline, as well as developing skills of responsible citizenship.

The most recent report from HM Inspectorate of Education, in October 2024, rated the School "excellent" and "very good". Pupils consistently achieve very high standards in music and also academically. The academic education is widely based in the early years and, for older pupils, it is more flexible and individually tailored than is generally possible in larger schools. Most pupils proceed to higher education and most enter the music profession, with many established alumni now pursuing international careers, many retaining contact with the School. Illustrious former pupils include pianist Steven Osborne, soprano Susan Hamilton, conductor Garry Walker, composer David Horne, guitarist Paul Galbraith, cellist Philip Higham, presenter and comedian Alexander Armstrong and jazz pianist Alan Benzie.

Outreach is an important aspect of the work of the School. Our long established Saturday Music Classes offer Kodaly classes, theory, singing and instrumental tuition for children from the pre-school year upwards.

Pupils have many performing opportunities in School and in external concerts, in important venues such as The Queen's Hall and playing for royalty and at the Scottish Parliament, and also providing music for smaller-scale events, often for charity.Pupils also play in youth orchestras, such as the National Youth Orchestra of Scotland and the National Youth Orchestra of Great Britain, and sing in the National Youth Choir of Scotland.

St Mary's Music School is the only Scottish member of the nine Schools of Music and Dance Excellence, which are some of the most successful and vibrant school communities in the UK.
St Mary's Music School helps deliver the Scottish Government's vision for excellence in education by nurturing Scotland's finest young musical talent, being ambitious for our pupils and aiming for excellence across all aspects of the education we provide, as reflected in the aims of the School.

The School is a member of CSA (Choir Schools Association), SCIS (Scottish Council for Independent Schools), and ISBA (Independent Schools Bursars Association).

About the post - Post of Trusts & Foundations Manager

Following a restructure of the school's development department, St Mary's Music School is looking to appoint a self-motivated and dynamic fundraiser to help secure and sustain significant grants from trusts and foundations.The postholder will develop high quality applications, bids and reports for a diverse range of audiences.

The School is keen to appoint someone with excellent written and verbal communication skills, as well as exceptional relationship-management skills, who will work to develop and deliver a strategy to grow sustainable income from grants and foundations over time.

This is a part-time post of 21 hours/3 days per week, working over the whole year. It is expected the successful candidate would work mainly on-site.

The line manager for the role will be the School Bursar, and the successful candidate will also work closely with the Individual Giving Manager, Marketing & Communications Manager and Administration Assistant (in relation to databases) as well as members of the Senior Management Team.

Purpose of Role & Job Description

To develop and manage a programme of trust, foundation and statutory fundraising that delivers sustainable income for St Mary's Music School. The Trusts and Foundations Manager will identify funding opportunities, prepare compelling applications and reports, and build strong relationships with funders to support the School's strategic priorities.

Specific duties will include:

Fundraising

- Led by the Bursar, and working with the Individual Giving Manager, on the overall Fundraising Strategy;
- Developing and implementing plans to meet income targets, as identified within the Fundraising Strategy;
- Working with the Individual Giving Manager and Marketing and Communications Manager on key fundraising messaging and marketing plans for fundraising activity, including a consistent and compelling narrative;
- Ensuring the website and social media fundraising content is maintained, effective and relevant;
- Establishing strong relationships with staff, the public, stakeholders, supporters, funders and the media.

Research, Bids and Grant Applications

- Managing and researching a pipeline of prospective trust, foundation and statutory funders;
- Developing relationships with existing and prospective funders, attending fundraising events as required;
- Monitoring application deadlines and reporting requirements;
- Preparation of cases for support, working with various staff members to gather information and impact data;

Purpose of Role & Job Description (Cont.)

- Creation of high quality grant and tender applications for funding;
- Supporting the development of restricted funding proposals for projects and bursaries;
- Submitting funding reports as required by trusts and foundations.

Reporting, Fundraising Database & Compliance

- Ensuring that all activity undertaken is accurately recorded;
- Submitting regular reports for internal and Board use;
- Ensuring the maintenance of up to date, accurate records of trust and foundation contacts;
- Building relationships with representatives from trusts and foundations;
- Capturing and recording information on individuals' relationships with relevant organisations.

General duties:

- Ensuring activities adhere to all applicable legislation and guidance, including the GDPR;
- Undertaking appropriate and agreed training and maintaining a personal record;
- Promote energy conservation and the ethos of "Eco-Schools";
- Participating in any arrangements for appraisal of performance;
- Participating in extra-curricular activities as appropriate;
- Attending staff meetings as required;
- Other duties as required by the Bursar or Headteacher.

Person Specification

Essential

- Proven experience of securing grants from trusts, foundations and statutory funders;
- Excellent written communication skills;
- Ability to manage multiple deadlines and priorities;
- Strong relationship-management skills;
- Experience of using CRM or fundraising databases;
- Understanding of GDPR and fundraising regulation.

Desirable

- Knowledge of the Scottish charitable sector;
- Experience of bid writing for capital or programme funding;
- Experience in education, arts or music sectors.

Application form and covering letter should be sent by email or post to:

Dr JoAnna Collings | Bursar
St Mary's Music School | Coates Hall | 25 Grosvenor Crescent | Edinburgh | EH12 5EL
Email: vacancies@smms.uk

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9am, Thursday 8 October 2026
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Start Date
To be agreed

Terms and Conditions

Place of Work
In the School which is situated in Coates Hall, 25 Grosvenor Crescent, Edinburgh EH12 5EL or at any other property owned or used by St Mary's Music School. Academic and music teaching and practice rooms are on lower ground, ground and first floors of Coates Hall and in two houses in the grounds. There is designated boarding accommodation for boarding pupils on first and second floors, while kitchen and dining facilities are on lower ground level. Administration is on the ground floor of Coates Hall and in the Lodge at the main gates to Grosvenor Crescent.

Hours of Work
21 hours/3 days per week, on days and times to be agreed.

In addition to these hours, staff members may be required for occasional evening or weekend events. Staff are given time off in lieu, to be taken out of term-time, for working on these occasions.

Rate of Pay
Starting salary between £34,500 and £38,500 per annum pro rata. Placing and advancement on the scale is dependent on qualifications, experience and performance. Salary is payable by credit transfer, monthly in arrears. There will be a cost of living pay review each year.

Pension
Eligible employees (those who earn more than £10,000 per annum) are automatically enrolled into a workplace pension scheme. Non-eligible employees may chose to opt-in to the pension scheme. Employee contribution is 7.0% of salary; employer contribution is 8.0% of salary. Employees may choose to opt-out at any time.

Holidays and Holiday Pay
7 weeks (35 days) pro rata paid holiday per annum to include statutory holidays. The holiday year begins on 1 August.

No holidays, including statutory holidays, may be taken during the school term without the written permission of the Bursar.

School holidays for pupils are 1 week in October, 2 weeks at Christmas, 1 week in February, 2 weeks at Easter and 8 weeks in summer. Term dates do not necessarily coincide with those of other schools. The school buildings are closed in the October half-term week, at Christmas and for 1 of the 2 Easter weeks.

Public or other bank holidays which occur during the School session are working days and are not part of your holiday entitlement. There will be no entitlement for days in lieu of public or bank holidays.

Sick Pay
Statutory Sick Pay is payable, according to the rules of the scheme. Additionally SSP will be supplemented as shown below:

Service completed on first day of absence	To a maximum of Full Salary for a period of	To a maximum of Half Salary for a period of
26 weeks Probation Period	1 Week	1 Week
After 26 weeks to 2 years	4 Weeks	4 Weeks
More than 2 years	9 Weeks	9 Weeks

Terms and Conditions (Cont.)

Any period or periods of absence due to sickness in the twelve months preceding the first day of a new period of absence (whether due to the same illness or not and whether or not SSP was supplemented as above) will be taken into account in calculating the appropriate supplement of SSP, if any.

Medical Examination
You may be requested, either before or during your employment at the School, to submit yourself to a medical examination by a registered medical practitioner nominated by the School Directors / Headteacher for the purposes of determining whether there are any matters which might impair your ability to perform your duties. You will give such authority as is required for such practitioner to disclose to the School Directors / Headteacher the results of such examination. All reasonable expenses associated with any such examination will be borne by the School.

Disclosure of Criminal Convictions
All employees are required to authorise St Mary's Music School to request a PVG Scheme Record from Disclosure Scotland.

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act. Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'Offences which must always be disclosed' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.

Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Grievance Procedure
The grievance procedures applicable to your employment are set out in the School's Staff Handbook. The school's Grievance Policy does not apply until after the end of the probationary period.

Disciplinary Procedure
The disciplinary procedures applicable to your employment are set out in the School's Staff Handbook. The school's Disciplinary Policy does not apply until after the end of the probationary period.

Probationary Period
26 weeks from first day of work.

Notice
Between 4 and 12 weeks depending on length of service, except during the probationary period when notice period will be one week from either side.