

## **The RVW Trust**



### **Administrator and Secretary to the Trustees**

**Part-time: 3 days/ week**

### **Background**

The RVW Trust is one of the most significant sources in the UK of funding for contemporary and recent British music. The Trust was established by Ralph Vaughan Williams (1872-1958) and his wife, Ursula (1911-2007) in 1956 and continues to fulfil the purposes they intended. At his own request, the Trust is not able to make grants towards the performance or promotion of the works of the Founder. The Trust is a registered charity, no. 1066977.

Grants are made for performances, commissions – which must have at least two guaranteed public performances – and commercial recordings; in addition, a number of Vaughan Williams Bursaries are awarded each year to students taking first masters degrees in composition at UK conservatoires and universities.

A board of Trustees is responsible for making decisions on grants. A number of advisers assist in this role. Meetings take place three times a year; a separate session is held in late May to assess applications for postgraduate study. The Trust's office is at 13 Calico Row, Plantation Wharf, London SW11 3YH; it is shared with the Delius Trust.

The bulk of the Trust's income is from PRS earnings on the music of the Founder; annual grants total around £200,000. Since the majority of the Founder's copyrights will expire at the end of 2028, a reserve fund is being built up in order to maintain grant-making after the main income stream ends.

### **Responsibilities**

#### **Grant-making**

- Receive and acknowledge applications for grants (by email and/or hard copy); ensure that all applications contain the information required by the Trustees
- Advise potential applicants on eligibility and timing; advise applicants for projects which do not qualify for Trust support on other potential sources of funding
- Receive applications for Vaughan Williams Bursaries
- Discuss applications with the Chairman and other trustees as necessary prior to formal meetings
- Prepare and distribute papers for Trustee meetings including a digest of applications (approximately 70 applications per meeting), and for Vaughan Williams Bursary meetings
- Maintain and manage the Trust's database of applications, using MS Access
- Attend and take minutes of Trustee meetings
- Communicate the Trust's decisions to applicants
- Pay grants to recipients when these fall due
- Keep accurate records of applications, grants made/ turned down, and grant payments

## **Finance**

- Work with book-keeper to prepare financial information for meetings and annual accounts
- Liaise with book-keeper to prepare papers for Finance Committee meetings including a financial update, PRS income, management accounts and annual budget
- Attend and take minutes of Finance Committee meetings
- Draft the statutory Annual Report, with the Chairman, and liaise with the Trust's auditors on the annual audit
- File Annual Reports and Accounts and Annual Return with the Charity Commission
- Deal with matters relating to banking and investment accounts held by the Trust
- Process expenses claims from trustees and advisors

There is also scope for the Administrator to do the Trust's book-keeping which would include invoicing, receipts, bank reconciliation and VAT returns (using QuickBooks); and to prepare papers for Finance Committee meetings, including a financial update, PRS income summary, management accounts and annual budget.

## **Other**

- Office management, including liaison with landlord and subtenant (Delius Trust) and supervision of office IT systems
- Circulate invitations for Trust-funded performances to trustees and advisors; obtain tickets, and attend performances and other events as appropriate
- Update and co-ordinate changes to the Trust's website, and manage any social media required
- Arrange catering for meetings

## **Person specification**

### **Essential**

- Thorough knowledge of twentieth-century and contemporary British classical music
- At least 5 years' experience of arts administration, preferably in the context of contemporary/ recent British music
- First degree in Music, or equivalent
- Good working knowledge of UK arts/ music funding
- Ability to read project budgets
- Extensive experience of working with Microsoft Office 365, Outlook, Word, Excel and Access

### **Preferred**

- Experience of fund-raising development work or grant-making
- Experience of charity governance
- Experience of book-keeping

The deadline for applications is **5pm on Monday 26 February 2018**: please send a **CV and covering letter** to Hannah Vlcek, by email to [info@rvwtrust.org.uk](mailto:info@rvwtrust.org.uk), or by post to:

RVW Trust  
13 Calico Row  
Plantation Wharf  
London SW11 3YH