



SAINT CUTHBERT'S CHURCH
Philbeach Gardens, Earl's Court
0207 370 3263 www.saintcuthbert.org

Music Development Administrator

St Cuthbert's Church, Earl's Court seeks to appoint a Music Development Administrator to help us expand and develop our music programme.

Details

Part-time: 3 hours per week (flexible)

Location: Primarily remote, with occasional meetings and attendance at fundraising events at St Cuthbert's Church

Pay: £30 per hour

St Cuthbert's Church has a thriving music programme, with a professional choir, an outstanding choral scholarship scheme, and a remarkable historic Hunter organ. We are seeking a Music Development Administrator to help build the financial support that will enable this work to flourish through our music appeal.

About our Music Appeal

The Music Development Administrator will support two exciting strands of our Music Appeal:

Education Projects – Our unique side-by-side scholarship programme enables talented early-career singers to develop professional ensemble skills by singing alongside our professional choir. Since its launch, the scheme has helped young musicians gain the experience and confidence needed to pursue careers in the profession, whilst enriching the worshipping life of the church.

Hunter Organ Restoration Project – Our magnificent 1900 Alfred Hunter organ is one of the few large Hunter instruments to survive. Alongside essential restoration work, we aim to complete Hunter's original design for the instrument, creating a world-class organ for worship, concerts, education and community engagement.

The Role

Working closely with the vicar, Fr Paul Bagott, and the Organist & Director of Music, Alexander Pott, you will help develop and sustain support for the Music Appeal. Responsibilities include:

- Helping to shape and develop the future fundraising strategy for the music programme.
- Developing and maintaining a database of donors and donations.
- Communicating with donors and supporters, acknowledging gifts and strengthening long-term relationships.
- Researching funding opportunities and preparing grant applications to trusts and foundations.
- Assisting with the organisation and promotion of fundraising concerts and events.
- Providing general administrative support for the Music Appeal as required.

Most work can be undertaken remotely, with occasional attendance at in-person meetings and fundraising events.

Skills

Required:

- An interest in fundraising, writing grant applications, and development.
- Excellent communication skills and strong attention to detail.
- Good organisational skills and the ability to work independently.
- Confidence using databases and standard office software.
- An enthusiasm for helping to build lasting relationships with supporters.

Desirable:

- Experience of fundraising, writing grant applications, or development, ideally within the charity, arts, heritage or church sector.
- An interest in church music, heritage, or the arts.
- Experience organising events, especially fundraising events.
- Familiarity with posting on social media.

For more information about our Music Appeal, including our vision for the choral scholarship scheme and organ restoration project, visit **saintcuthbert.org/music-appeal**. Informal enquiries can be made to the Director of Music, Alexander Pott (directorofmusic@saintcuthbert.org).

To apply, please send a CV and a short covering letter (no more than one side of A4) outlining your relevant experience to directorofmusic@saintcuthbert.org.

Deadline: Saturday 5th September 2026

Interviews: Thursday 10th September