



Royal Albert Hall

Information for Candidates

# Recruitment Pack





# Welcome

**From Clare McCulloch, Senior Philanthropy  
Manager**

Since the Hall opened our doors in 1871, it has been home to the world's leading figures in music, dance, entertainment and conversation. From the Suffragettes to Stormzy, Elgar to Einstein, the Beatles to Bassey... icons have graced our stage. Today is no different, with an astonishing programme of high-profile performances across classical music, rock and pop, national events and the spoken word, creating breathtaking moments and lasting memories for everyone – as well as some unforgettable prospect engagement opportunities!

What happens on our stages forms a key part of a new and ambitious vision for the Hall that will ensure we remain the home to dreams and determination, contemplation and celebration – bringing people together to lift their spirits and inspire, with nearly 2 million people each year enjoying unforgettable experiences in our spectacular building. The new vision also has at its heart the development of our hugely successful, and expanding,

outreach programme, supporting emerging artists and engaging the community.

Finally, we have plans for a significant and pioneering capital programme, impacting on almost every part of the building through an extended programme of work. An appeal to support this will be launching shortly, raising the money to ensure the Hall remains a much-loved venue for both audiences and artists alike long into the future.

We are now seeking to strengthen our philanthropy team by filling this vital role. Only through uncovering a wide variety of potential supporters will these ambitious plans become reality, and this role will be at the heart of one of the most exciting campaigns in the Hall's history. Successful candidates will be joining a small but dynamic team who are bringing creative thinking, passion and energy to taking the Hall's philanthropic support to the next level.



# A history dating back to 1871

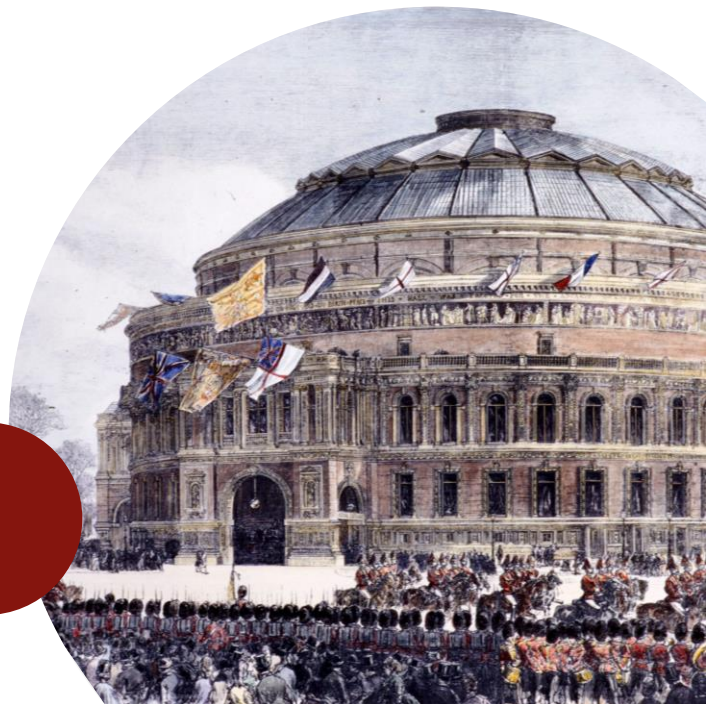
On 29 March 1871, Queen Victoria, following the untimely death of her beloved Consort, Prince Albert, opened the Royal Albert Hall. She was overcome with emotion at the realisation of her husband's vision and was unable to speak.

Since then, we have become the world's village hall, known and loved across the globe for events and moments in history that have, in many cases, shaped the nation and in doing so, realised Albert's vision.

More than a concert hall, we are also a home for those who dream of making the world a better place.

We hosted 25 suffrage meetings, and numerous great patriotic rallies in support of the armed forces. Sir Winston Churchill, the Dalai Lama, Emmeline Pankhurst, Stonewall, Nelson Mandela, the Royal family and world leaders have graced our auditorium. History is played out on our stage.

The Royal Albert Hall may be 150 years old, but we have more history to make, and you could help us write it.





# About us

Based in South Kensington, the Royal Albert Hall is an iconic venue. The Royal Albert Hall is a registered charity held in trust for the nation's benefit.

Our purpose is to:

- promote the Arts and Sciences
- preserve and enhance our Grade I listed building.

The world's leading figures in music, dance, sport and politics have appeared on our stage since we opened in 1871, and now over 1.7 million people enjoy live experiences here every year, with millions more experiencing our events through broadcasts, recordings and new media channels. Today, the Royal Albert Hall hosts around 400 events each year and our amazing staff play a huge part in ensuring the success of all our events.

The BBC Proms have called the Hall their home since 1941. Shirley Bassey has had more than 45 performances at the Hall since 1971. Statesmen, sportsmen and a galaxy of stars have graced our stage, creating unforgettable memories. From Albert Einstein, to Arctic Monkeys, The Beatles to Beyoncé, Churchill to Coldplay. Recently, we have hosted the premier of the James Bond film 'No Time to Die', Cirque De Soleil, the EE Baftas, Classical Spectacular and a series of events for Teenage Cancer Trust.





# Engagement

Our public benefit work is of paramount importance to us and features most prominently through our inclusive and ground-breaking Engagement programme.

As a charity, the Royal Albert Hall believes in providing an Engagement programme that aims to enrich people's lives and offer fairer access to the arts. The programme is divided into 3 main strands of activity:

- **Engaging with Music**
- **Supporting Communities**
- **Discovering Careers**

and all of our projects and events:

- **Offer a subsidised or free programme of arts activity**
- **Enable specific groups to access the Hall in a way that suits them**
- **Are informed by inclusive practice**
- **Involve collaborative working with specialist partner organisations**
- **Take inspiration from the Hall's architecture, history & events**

“Our Engagement programme includes concerts in care homes, schools' workshops, careers masterclasses, Relaxed performances and much more.”





# Equality, Diversity and Inclusion

The Hall supports an equal, diverse and inclusive environment for all and we know we can do more.

Diversity was one of the five key strategic objectives agreed for our five-year business plan in August 2019. This means that it is right at the heart of our planning for the future and we will have an action plan to underpin this. Equality, Diversity and Inclusion is part of our mandatory training and we have a committee, set up in 2018 which has representation from staff across all departments, levels and represents the nine protected characteristics.

“I want to use the Hall’s platform to champion and highlight a diverse mix of performers and attract staff and audiences that truly reflect modern Britain”

**- James Ainscough, CEO**





# Equality, Diversity and Inclusion

We are committing to:

- Programming more events with diverse artists and to making our platforms available to black voices – both on the stage and on digital channels.
- Ensuring that our archives and our tours properly represent the Hall's rich and diverse history and we are refreshing our diversity training for our leadership team and trustees.
- Reviewing our recruitment strategies to ensure that we can widen our candidate pool and further increase the diversity of our workforce.





# Organisation chart

## Philanthropy

Director of Development

Head of Philanthropy

Executive Events  
Manager

Senior Prospect  
Reseacher

Friends and Patrons  
Manager

Senior Philanthropy  
Manager

Senior Trusts &  
Foundations Manager

Friends and Patrons  
Officer

Philanthropy Coordinator

Friends and Patrons  
Coordinator





# Our Mission, Vision and Values

## WHO WE ARE

Since we opened our doors in 1871, the Royal Albert Hall has been home to the world's leading figures in music, dance, entertainment and conversation. From the Suffragettes to Stormzy, Elgar to Einstein, the Beatles to Bassey... icons grace our stage.

A charity known and loved across the globe, we are home to dreams and determination, contemplation and celebration – bringing people together to lift their spirits and inspire. Every year nearly 2 million people enjoy unforgettable experiences in our spectacular building, with millions more joining us online and through broadcast worldwide.

We are home to the future – working tirelessly to enable talent to thrive. We embrace change as well as tradition, inviting the new, the radical and the bold. We are open to all, a committed force for good, connecting people and communities.

## OUR VISION

**Our vision is for the Royal Albert Hall to be the home of breathtaking moments and lasting memories, for everyone.**

**Together, we create the amazing.**



# Job description

**Role:** Senior Prospect Researcher

**Location:** Royal Albert Hall

**Salary:** £40,000 - £42,500 per annum

**Working hours:** 9am – 5pm

**Reports to:** Senior Philanthropy Manager

**Direct reports:** N/A

For over 150 years we have been fulfilling our vision of inspiring artists and audiences worldwide with the magic of the iconic Royal Albert Hall; creating life-enriching, unforgettable experiences for everyone. Hosting 390 events a year in the main auditorium and more than 800 in other smaller spaces, the Royal Albert Hall stands true to its original purpose of promoting the Arts and Sciences. As a charity, the Hall is dedicated to maintaining the Grade I listed building and giving access to all.



# Job description

## **HOW DOES THE ENGAGEMENT TEAM DELIVER THE VISION?**

Raising philanthropic income for the Royal Albert Hall to invest in the Grade I listed building, provide a pioneering community Engagement programme, nurture tomorrow's artists and make our extraordinary building open to as many people as possible.

## **HOW DOES THIS ROLE FIT INTO THE STRUCTURE/TEAM? AND WHAT DOES SUCCESS LOOK LIKE?**

The Philanthropy Team is responsible for generating philanthropic income from a variety of sources including Major Gifts, audience giving, Trusts and Foundations and our Friends & Patrons scheme.

With a major and transformative Capital Appeal being launched in 2025, the Philanthropy team needs to access new sources of major philanthropic support and to develop a robust pipeline of prospects and future donors.

The Senior Prospect Researcher is critical in addressing this need through the proactive identification of potential donors in the UK and internationally. They are

also responsible for preparing robust due diligence reports compiled from research across specific and reliable information sources, to ensure compliance with the Hall's Gift Acceptance Policy and to inform Governance, Ethics and Reputation Committee decisions on progress with individual donor prospects.

The Senior Prospect Researcher has a clear remit to advise the team on GDPR and risk management and consider how this may impact future Philanthropy initiatives.

Philanthropy Manager and works with a small but effective Philanthropy team.



# Job description

## HOW DOES THIS ROLE FIT INTO THE STRUCTURE/TEAM? AND WHAT DOES SUCCESS LOOK LIKE?

. The Senior Prospect Researcher is a crucial part of the Philanthropy team, contributing to the team's objective to raise major donations in support of the Royal Albert Hall.

The Senior Prospect Researcher will work closely with the senior members of the Philanthropy team, play a central role in preparing and handling prospect information while identifying new prospects and donor categories, deliver high quality, targeted research briefings and portfolio tracking across major levels of support.

The Senior Prospect Researcher will systematically work through the Hall's extensive database, complemented by wider sector research to drive evidence-based prospect decisions and effective major donor fundraising.

The Senior Prospect Researcher proactively produces regular insights and concise briefings for the team, with a focus on major donor identification. They will exercise a problem-solving approach and enjoy the thrill of finding a possible match between the philanthropic focus of potential supporters with the Hall's charitable aims and objectives. The Senior Prospect Researcher will work in an organised and efficient way, using IT and analytical skills, as well as outstanding written and verbal communication. They will also gather and cross-reference information from a wide range of sources.

The post-holder reports to the Senior Philanthropy Manager and works with a small but effective Philanthropy team.



**WHAT THE ROLE HOLDER WILL BE RESPONSIBLE FOR DELIVERING**

<b><u>Key accountabilities</u></b>	<b><u>Key activities/decision areas</u></b>
<p><b>1). Strategic Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Regularly identify major sources of potential support for the Royal Albert Hall</li> <li>• Maintain a robust pipeline of future supporters, regularly briefing the major donor and Capital team on new leads and ideas and reviewing prospect lists with the relevant team member.</li> <li>• Research and prepare robust due diligence profiles to enable the Leadership team and Trustees to make informed decisions on prospects</li> <li>• In accordance with data protection regulations and best practice, assume responsibility for the prospect constituency on Tessitura, ensuring it is maintained, compliant and regularly updated to reflect key and relevant information.</li> <li>• Stay up to date with philanthropy news, regularly updating prospect profiles and highlighting any relevant updates to the team.</li> </ul>



**WHAT THE ROLE HOLDER WILL BE RESPONSIBLE FOR DELIVERING**

<b><u>Key accountabilities</u></b>	<b><u>Key activities/decision areas</u></b>
<b>2). Team Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support the team's efforts to achieve ambitious financial targets through continuous prospect research and pipeline development</li> <li>• Accurate Tessitura record keeping and compliant data entry/processing.</li> <li>• Establish working relationships with others across the organisation and create an understanding of how their work may affect other departments.</li> <li>• Demonstrate an ability to work with a range of different people, from the Hall team to the Hall's Executive, Trustees and Philanthropy Board.</li> <li>• Exhibit positive behaviour and high standards of working, in accordance with the Hall's Vision and Values statement.</li> <li>• Support the Head of Philanthropy and other members of the senior leadership team, when required.</li> </ul>



**WHAT SKILLS AND EXPERIENCE THE ROLE HOLDER WILL HAVE**

<b><u>Qualifications and Experience</u></b>	
<b>Criteria</b>	<b>Requirement (Essential or Desirable)</b>
Experience in a research function within a fundraising office, including prospect pipeline development, database research, producing high quality research profiles and proactively identifying future supporters.	Essential
Experience of producing informed, reliable and detailed due diligence profiles	Essential
Experience of prospect management, through previous experience in either prospect research or major gift fundraising in the not-for-profit sector.	Essential



<b>Skills and Attributes</b>	
<b>Criteria</b>	<b>Requirement (Essential or Desirable)</b>
<b>High competency with a database system, ideally Tessitura, and the ability to manipulate and analyse data.</b>	Essential
<b>Demonstrable understanding of the GDPR and DPA 2018 and the parameters for donor prospecting.</b>	Essential

<b>Behavioural attributes</b>	
<b>Criteria</b>	<b>Requirement (Essential or Desirable)</b>
<b>Excellent communication and social skills with the ability to interact with a range of different people at meetings and events.</b>	Essential
Enthusiastic team player with strong interpersonal skills and a sound knowledge of the philanthropy world.	Essential
Enthusiasm for music and live performance.	Essential

*The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. The role holder may be expected to undertake other duties that are commensurate with this role*





## **THE FIRST SIX MONTHS**

During your 6-month probationary period, our focus is on setting you up for success, so we will invest in giving you skills and knowledge to perform your role. It is also vital that you build an understanding of our unique working environment, intimately tied to our Grade 1 listed building and that you, immerse yourself in the Hall's culture. This means exploring our historic building where history has unfolded for over 150 years and where legends have performed on our stage, building strong relationships through face-to-face interactions with your line manager, engaging in relevant in person training and investing quality time with colleagues and peers to foster strong working connections and where possible attending social events. Embracing your team's working pattern, whether hybrid or on-site only, is essential to ensuring a smooth transition and a successful start.



# Application

Thank you for your interest in working at the Royal Albert Hall. We are currently collaborating with Prospectus for this role, to apply please apply via the link <https://www.prospect-us.co.uk/jobs/190374-senior-prospect-researcher/> or send your CV and cover letter to Ryan Burdock at [ryan.burdock@prospect-us.co.uk](mailto:ryan.burdock@prospect-us.co.uk).

[Vacancy Search Results - Royal Albert Hall](#)

Provisional dates for interviews are:

## **First round interviews:**

w/c 20 January 2025

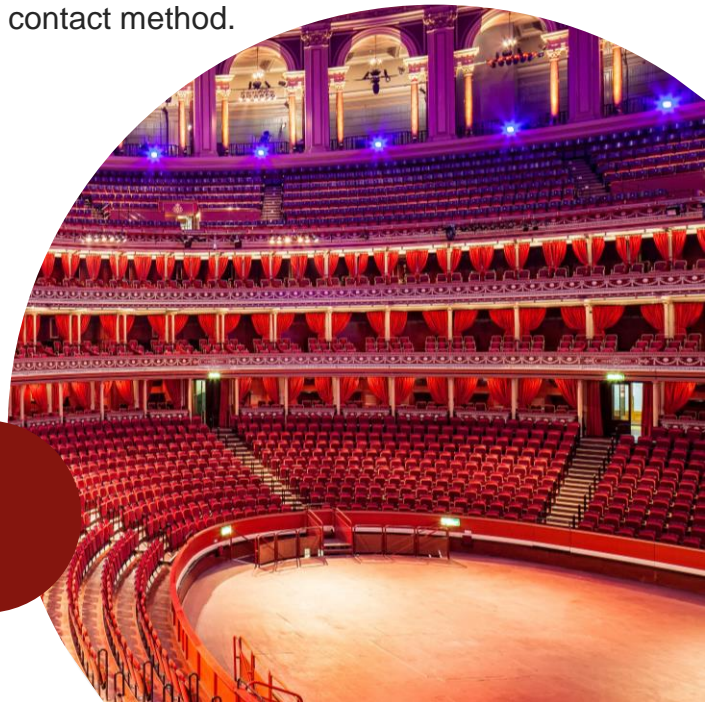
## **Second round interviews:**

To be confirmed

All applicants must have the right to work in the UK without the need for sponsorship. The closing date for applications is Wednesday 15<sup>th</sup> January 2025 at 12pm.

The Royal Albert Hall is a registered charity (no. 254543) and strives to be an equal opportunities employer.

The Royal Albert Hall is committed to creating a diverse and inclusive environment in which everyone can thrive. We encourage candidates from all cultures and backgrounds to apply. If you believe you need a 'reasonable adjustment' with the recruitment process, then please email the People and Culture team via [peopleandculture@royalalberthall.com](mailto:peopleandculture@royalalberthall.com). Please state 'Request for Reasonable Adjustments' in the email subject header and provide details of your preferred contact method.





# Staff Benefits

## Our commitment to you

We fully recognise that our people are our greatest asset and play a role as active ambassadors for the Hall. In recognition of your commitment and in support of the work that you do, we want to share with You the portfolio of health, wellbeing and staff benefits that are available to you as a staff member.



### Annual Leave

Entitlement is 25 days per year, with the Opportunity to buy or sell up to five days holiday per calendar year.



### Personal development

Development is really important to us and there are a variety of options available to staff at the Hall.



### Family leave

We offer enhanced pay during maternity, paternity and shared parental leave.

## Care first

### Employee assistance programme

Care First offers support, information, expert advice and specialist counselling to help you when you need it.



### Cycle to work scheme

This allows you to obtain a new bike to use to ride to work. You can then repay it through your salary.



### Life assurance

This is 6 x your basic salary.



## Interest free season ticket loan

We pay for the ticket and you repay the money out of your monthly salary



## Employee discounts scheme

From groceries to wellness products, travel and more, with our employee discount scheme you can start saving more money right away, on things you're already buying using our Backstage portal.



## Wellbeing

We take the health and wellbeing of our staff at the Hall seriously. We have a dedicated Wellbeing Committee and Mental Health First Aiders. Well-being sessions are run throughout the year, some of the recent sessions run included Menopause and Emotional resilience training.



## Pension

When you join us we'll automatically enrol you into our pension scheme. You will have the option to join our stakeholder pension scheme after 6 months service and successful completion of your probation at six months.



## Complimentary tickets

Following three months continuous service, you will be eligible to apply for complimentary tickets to performances within the auditorium at the Hall.



## Staff canteen

Our canteen offers free hot and cold meals, including vegetarian options to staff whilst at work.



