

**CITIZENS OF THE WORLD – an open-to-all choir for refugees and their allies.**

**Grant Writer and Grant Manager - P/T 16 hours p/w - £35 per hour**

**Applications deadline: 11pm, Sunday 21st September 2025.**

**In-person interviews: likely to be Thursday, 25th September, and Friday 26th September.**

**Other dates are possibly available.**

**Please let us know if you need any accommodations to be made for a remote interview.**

**Role to start ASAP early October 2025.**

We are looking for an experienced and fabulous freelancer to join Citizens of the World (COTW), an open-to-all choir for refugees and their allies, operating as a CIC, to work with us 16 hours per week. This role has been brought in-house and will be a key part of our dynamic and warm senior management team.

This is a fundraising and development role, involving:

- Maintaining our grants tracking system
- Researching new funds/grants
- Bid writing - applications for public and private funds, Trusts and Foundations
- Collaborating as part of the senior management team on financial strategy
- Managing grants relationships
- Supporting the CEO and Financial Officer to project income across different areas and programmes of work. Matching planned income and expenditure to actual income and expenditure against received grants
- Monitoring, evaluation and reporting for successful grants
- Overseeing/managing the work of the team member responsible for writing applications for smaller grants
- Monthly grant updates to the CEO

## **Potential**

- Working with our major donors and philanthropists

## **About**

COTW was founded in 2017, after the original team met through volunteer work in the Calais refugee camp and over the Dubs Amendment. The organisation transitioned to a CIC in July 2019, outgrowing its original volunteer model. The core team is 13 people strong (7 full-time equivalent), made up of freelance musicians, pastoral care team and charity professionals working part-time.

Since becoming a professional music organisation in 2020, Citizens of the World has a strong success rate with funding bids, and has a mixed portfolio of project and core funding, which include project grants from Arts Council England, Lottery Community Fund, and other trusts such as Maria Bjornson Memorial Fund, LCRF, D'Oyly Carte Charitable Trust; core funding from City Bridge

Foundation, Royal Borough of Greenwich VCS Strategic Equalities and Creative Communities funds; National Lottery Reaching Communities fund and other smaller Trusts & Foundations active in the arts and migrants sectors.

We are now in our 9<sup>th</sup> year and approaching a ten-year anniversary, evolving rapidly as we see rising demand for what we do, both in terms of pastoral care, helping displaced members of our choir community to progress in their UK lives, and for our artistic offer, singing on stages and in studios for broadcast or with recording artists. As a key member of the senior management team you will play a part in firming up the funding foundations of the choir and helping to steer the trajectory of the choir as we respond to the complex needs of our members and expand our artistic collaborations.

Highlights reel of the choir here: [www.citizensoftheworldchoir.org/citizens-of-the-world-choir](http://www.citizensoftheworldchoir.org/citizens-of-the-world-choir)

### **Grant Writer and Grant Manager Profile**

We are looking for a person who:

- Is grounded, empathetic and kind
- Is excited by the potential of this unconventional, but stimulating environment
- Will relish the task of building a supporting funding and business community around the work that we do
- Loves the idea of evolving their role and being part of shaping the way COTW grows, fosters, and nurtures grant relationships

### **Essential experience/skills:**

- Demonstrable track record in raising 5-figure and 6-figure sums from grants/trusts/foundations for charitable causes
- Experience of cultivating relationships with grant providers
- Excellent relationship-building and management skills
- Good head for budget narratives and financial details to prepare budgets, 3-5 year financial projections and reporting on successful grants
- Detailed knowledge of Excel and Word (we use Google Drive)
- Strong literacy and communication skills
- Calm in a fast-moving environment
- Experience working with vulnerable people (personally, as a volunteer, or professionally)

### **Desirable experience/skills:**

- A background in arts/charity or third sector
- "Virtual office" experience – collaborating with remote teams, shared documents and resources in the cloud etc
- Experience and flexibility regarding varying communication/access needs

We work with vulnerable people and so this role is best suited for someone anchored in their confidence and strongly centred in their ability to be of service.

### **Location:**

This is a hybrid role, largely based remotely with some days at our choir's offices in Greenwich, South East London, min. 2 day per month on a day of your choosing (apart from Weds as these are rehearsal days) as well as some attendance at the choir's rehearsals, performances, and events as required.

**Duration/Fee:**

Self-employed, fee guide £35/hour, with confirmed funding in place to support 16 hours a week. This is an ongoing role.

**Background to Citizens of the World**

Founded in 2017 and based in Greenwich, Citizens of the World (COTW) is a 50-strong non-auditioned, open-to-all choir for refugees, displaced people and their allies.

Awarded:

- London Dangoor Awards, “Outstanding Services to Faith and Belief Communities in Greater London” ( Nov 2024)
- RBG Leaders Special Civic Award (March 22) “Outstanding contribution to arts, culture & entertainment”
- Shortlisted for 2021 Community Integration Awards,

COTW members are ages 18-84 of 30+ nationalities.

We celebrate artistry, heritage and humanity - giving a voice. We advocate for understanding, dignity and kindness through the transformative impact of music, creating vibrant and joyful performances that break down barriers and prejudice, bringing communities together.

Recent appearances include:

- Pyramid Stage at Glastonbury Festival (2025)
- Recording with Ed Sheeran (2024)
- The Great British Bake-Off Christmas Special (2023)
- Platinum Party at the Palace (2022)
- Glastonbury with Elbow, both broadcast/streamed by BBC to audiences of 13 million+
- The Barbican with Headlong, Shakespeare’s Globe and Little Amal/Royal Opera House.

COTW uses shared music-making to address complex intersectional issues and social isolation, improve mental health and self-advocacy, with dedicated professional pastoral care on the team. We maintain an explicitly safe and tolerant space for the complex intersectional issues that affect our members.

The choir is 50:50 refugees to allies to provide a buddy system and assist with English-learning. It meets every Wednesday in season, plus performance days, and we provide refreshments, reimburse travel and stage costumes for our refugee members, and give devices/data packages to those in digital poverty to enable access to choir resources.

Impact of COTW:	Achieved through
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<p><b>Artistic Outcome:</b> Singing together in uplifting community - building confidence and skills within a supportive 60-strong choir family. Break down barriers and prejudice, bring communities together. For our 30 refugee members - encourage self-advocacy, address mental health difficulties, isolation/loneliness endemic in refugee communities.</p>	<p><b>Singing Together:</b> lifts people into community, offers creative expression, helps process trauma, provides a reprieve from anxiety, and enhances feelings of belonging.</p> <ul style="list-style-type: none"> <li>-Performance opportunities in 10 Spring/Summer and 5 Winter concerts</li> <li>-Weekly rehearsals in season – 25 sessions a year</li> <li>-Performance skills workshops led by global majority practitioners</li> </ul>
<p><b>Pastoral Outcome:</b> A safe space - helping people heal, live with dignity, rebuild their lives, and contribute to their communities.</p> <p>Support members to aim for that which otherwise might be beyond their reach, to progress through the stages of surviving-coping-adapting-thriving. Supporting refugees to progress in their UK life.</p>	<p><b>Care and connection:</b> year-round, trauma-informed pastoral care</p> <ul style="list-style-type: none"> <li>-holding complex intersectionalities</li> <li>-social connection combats isolation</li> <li>-signpost/connect choir members to the resources they need</li> <li>-financial assistance for those who have no recourse to public funds</li> <li>-buddy system</li> <li>-devices/data packages for those in digital poverty to access choir resources</li> </ul>
<p><b>Social message outcome:</b> To be messengers for equality, equity and dignity through music. Meet audiences otherwise unlikely to encounter refugees. To broadcast our message of the power of music to heal. To aid social cohesion by overturning the refugee narrative - showcasing positive stories and celebrating refugee voices in our stage performances and recordings.</p>	<p><b>Representation, Refugee Roles and training at COTW:</b></p> <ul style="list-style-type: none"> <li>-public performances, social media activity</li> <li>-Advisory Board of x8 displaced members</li> <li>-x5 PT refugee posts in core team</li> <li>-training: EDI, trauma-informed care and handling the media</li> <li>-language skills improved by socialising with allies</li> <li>-Artistic Associates drawn from choir's ranks</li> </ul>

### To Apply:

Please email (in PDF or Word format) your CV, accompanied by a covering letter telling us why this role interests you, why you are a good fit, and what you would bring to the COTW choir community.

Email it to: Becky Dell FRSA - Founder, Director and Conductor - [becky@cotwchoir.com](mailto:becky@cotwchoir.com) and our Office Manager [ana@cotwchoir.com](mailto:ana@cotwchoir.com)

If you feel you don't match all of the criteria for this job but match 70-80%, please still apply.

### Equality Statement:

As an organisation that works with refugees, we especially encourage applications from people with lived

experience of forced migration. Please feel free to say on your application whether you have been an asylum seeker or a refugee in the UK. Applicants with lived experience who meet the essential criteria are guaranteed an interview.