

London Philharmonic Orchestra

Development Assistant Recruitment Pack

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About the London Philharmonic Orchestra

Uniquely groundbreaking and exhilarating to watch and hear, the London Philharmonic Orchestra has been celebrated as one of the world's great orchestras since 1932. Our company mission is to share wonder with the modern world through the power of orchestral music, which we achieve through our exceptional programmes, pioneering education and community projects, acclaimed recordings and trailblazing international tours. The Orchestra balances a long and distinguished history with its reputation as one of the UK's most forward-looking ensembles, and is internationally recognised as a leading world orchestra providing excellence, versatility, invention and inclusivity in all that we do.

We are committed to sharing the wonder of world-class music with the broadest possible audience. Over the last three decades, our Education and Community department has introduced many people to orchestral music and created opportunities for people of all backgrounds to fulfil their creative potential. Our programmes provide first musical experiences for children and families; the leading talent development schemes for emerging instrumentalists, composers and conductors; and significant programmes with both adults and young people living with disability. We place a strong value on Equity, Diversity and Belonging in all that we do, with significant development and xprogramming initiatives in this area. All of our programmes allow participants to bring their creativity, enthusiasm and unique perspectives into the LPO to revitalise, enrich and enhance our practice and relevance to the world in which we live.

The LPO prides itself at being on the forefront of technology, continually finding new and innovative ways to share our music with millions of people worldwide. The LPO has 1.6m followers across all social media channels alongside c.150 million streams across Spotify and Apple, and we continue our reign as the most-followed professional orchestra on TikTok. We can be heard on award-winning film soundtracks such as *The Lord of the Rings* and on computer games, and we recorded 'Backstage with the London Philharmonic Orchestra', a four-part docuseries with Sky Arts, which aired in 2024 and was nominated for a BAFTA. We also reach audiences through our partnership with Marquee TV, which allows us to broadcast live concerts and enables better accessibility for viewers to share and relive the wonder of our music from anywhere and everywhere.

At the heart of the LPO we champion a strong commitment to corporate citizenship, reflecting on, engaging with, and acting upon the challenges of today's society. To our employees we promise an inclusive, respectful environment where you will find a warm welcome and a strong sense of belonging, whatever your background.

It is our aim that staff can see themselves in the Orchestra's work and that their voices are heard through regular company initiatives that offer opportunity to feedback and contribute. Such values are also recognised through our music, with recent seasons' programmes exploring key moments in history and topics such as migration, the environment and the power of creativity. We are committed to ensuring that our operations are as sustainable as possible and that the Orchestra delivers significant impact across all areas of its activity.



Working at the London Philharmonic Orchestra

The London Philharmonic Orchestra prides itself on being a supportive, inclusive and enjoyable place to work. We offer a range of company benefits aimed at promoting wellbeing, goodwill and an engaged workforce.

- 25 days of annual leave per annum, rising by one day for each full year of service (September–August) to a maximum of 28 days
- After three months in the position, access to a 6% contributory pension scheme
- Two complimentary tickets for all of the LPO's Royal Festival Hall own-promoted concerts
- A total of four seats each summer for Final Dress Rehearsals at Glyndebourne Festival Opera
- Discounts at food/drink and retail outlets across the Southbank Centre site
- Various discounts at other food/drink and retail outlets across the Southbank Centre site
- Discounted access to various galleries and museums across London through the Southbank Centre's reciprocal scheme
- Season ticket scheme providing loans for annual travel passes
- Support in promoting and maintaining positive mental health, including access to Mental Health First Aiders, confidential support helpline and peer support
- Cycle to Work scheme
- Free eye tests and contribution towards spectacles where required



About the role

The Development Department

The Orchestra's Development Department (Development Director, Senior Development Manager, Corporate Relations Manager, Development Events Manager, Trusts & Foundations Manager, Development Co-ordinator, Development Assistant) is charged with raising around £2.4m per annum through corporate, trust/foundation, and individual funding streams, primarily for the Royal Festival Hall concert season, orchestral touring, educational and community activity and special events. This position supports the whole department but focuses on the Orchestra's individual giving work, reporting to the Senior Development Manager.

Job title	Development Assistant
Reports to	Senior Development Manager
Salary	£25,250 per annum
Location	London Philharmonic Orchestra, 89 Albert Embankment, London, SE1 7TP
Hours	LPO office hours are 9.30am–5.30pm Monday–Friday with the option of hybrid working and staggered start and finish times. Attendance at concerts and events as necessary (some evenings and weekends).

The post will have a six-month probationary period.

Overall responsibilities

An ideal opportunity for a bright and confident team player in the early stages of their career to join a fundraising team at a major arts organisation and to learn from working as part of a team of committed fundraising professionals. The Development Assistant is a vital role in the LPO Development Department and will contribute to philanthropic fundraising activity across the department, with a specific focus on supporting the areas of Individual Giving and Trusts & Foundations, as well as supporting the smooth running of all Development department events.

The role has direct responsibility for delivering and growing the Orchestra's Friends scheme, as well as supporting in the diversifying the Orchestra's Trusts & Foundations income stream by identifying and preparing applications to a range of grant-making bodies. The Development Assistant will act as an enthusiastic representative for the LPO in all of its work, and support the wider Development team with database, financial processing and other administrative tasks.

The post-holder will take the lead on the Development Department's regular supporter e-news communications, as well as carrying the responsibility for the effective administration of departmental finance functions utilising the full scope of the Tessitura fundraising database. There will also be a strong research and administrative function, with the post-holder supporting the work of the Senior Development Manager, Trusts & Foundations Manager, Development Director and Campaigns & Projects Director in particular as they seek both revenue and campaign funding for the Orchestra.

As well as being an integral position in the Development team, this role will also bring the post-holder into regular contact with staff across the organisation. The post-holder will also be expected to develop strong relationships with the Orchestra's musicians as well as staff at the Southbank Centre.



Main tasks

- Administration of the London Philharmonic Orchestra's Friends scheme, acting as first point of contact for supporters, managing enquiries and renewals, delivering membership benefits including events, organising and managing events and mailings, processing Direct Debits, recruiting new members to the programme, and identifying Friends with potential for uplift of their support
- Supporting the Senior Development Manager with the LPO's higher-level giving offers and annual fundraising appeals
- Development Team lead for ticket bookings for LPO Members and Donors
- Supporting the Trusts & Foundations Manager in identification and research of prospective charitable trusts and end-of-project report writing
- Responsibility for a portfolio of Trusts, preparing applications to a range of grant-making bodies, in the first instance for donations up to £5,000 in value
- Leading on all regular and one-off e-communications to LPO supporters
- Joint responsibility for supporter mailings to members, donors, prospects, Board, Advisory Council and International Board of Governors
- Lead on management of the Development Department's website pages, including utilising knowledge of WordPress to update HTML templates/styling and webpage information
- Working with Marketing Department on the set-up of Development events for on-sales and ahead of Members' Priority Booking periods
- Responsibility for updating and maintaining the Development Department's Tessitura database, monitoring effective and consistent updating from the rest of the team, creating financial and cultivation reports, and keeping abreast of changes to the system and discussions taking place via the Tessitura online network
- Report creation and data interrogation
- Administration and co-ordination of Development Team financial systems and payments from third-party platforms
- Prospect research for Individual and Trust & Foundations prospects
- Due Diligence research and report writing for Individual and Trust & Foundations supporters
- Running the logistics of the hybrid Development weekly team meeting
- Act as first point of contact for all external enquiries to the LPO as a part of the cross-department team who manage the Orchestra's Admin inbox and phone line
- Other duties as reasonably defined by the Development Director and Managers within the team.



Person specification

Essential

- Highly developed organisational skills
- Strong interpersonal skills
- Meticulous attention to detail combined with the ability to work at a high tempo
- Excellent written and verbal communication skills
- Competency in all of the major MS Office software packages
- Creativity and resourcefulness
- A motivated team player
- Proactive and independent with the ability to work on own initiative and build working knowledge of fundraising techniques and professional practice
- Ability to work proactively in monitoring and improving team systems

Desirable

- Some experience of working in an arts and/or charity environment
- Some experience of fundraising in an arts and/or charity environment
- An enthusiasm for the arts and classical music
- Experience of using fundraising databases (e.g. Tessitura)
- Knowledge of basic fundraising principles and practice



How to apply

The closing date for applications is 10am on Monday 8 December 2025.

Interviews are provisionally planned for 11 & 12 December 2025.

Please visit lpo.org.uk/jobs, where you will be asked to complete a short form before uploading your CV and covering letter (maximum 2 pages each). If you are unable to apply online please contact Alicia Downie, PA to the Executive & Office Manager, at alicia.downie@lpo.org.uk or 020 7840 4218 for further information.

CVs should include:

- Details of relevant achievements and experience as well as educational and professional qualifications
- Details of your notice period and names of two referees, together with a brief statement of the capacity in which they have known you, along with an indication of when in the application process they may be contacted (please note that we will not contact your referees without your express permission)
- An indication of your current salary (if applicable)
- Contact details including day and evening telephone/mobile numbers

Your covering letter should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification on page 6.

Please let us know if you require an alternative way of applying.

The London Philharmonic Orchestra is committed to equal opportunities and diversity. We actively welcome applications from all sections of the community, recognising that we are stronger as a diverse team bringing a range of lived experiences to our goal of sharing the wonder of orchestral music.