



Head of Grants  
Candidate Pack



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Your journey starts here...



English National Opera exists for everyone, creating new experiences with opera that inspires, nurtures creativity and makes a difference. Our vision is for lives changed through opera.

We take a fresh inspiring approach to opera to reflect the diversity of our culture.

We believe that opera is a living art form able to connect to people from all parts of our society. We collaborate with a range of artists and art forms as part of our commitment to the future of the art form. We sing in English, as we believe it enhances the emotional connection between performers and audiences.

We encourage creativity throughout the company and our commitment to the future of opera provides a platform to develop outstanding careers.



We are a world-class national company recognised internationally for the standard of our work. We nurture talent across the entire company including a platform for young singers to start and then develop global careers.

We connect to audiences through inspiring, accessible, world-class opera and stimulating, creative participation programmes.

We create our productions for the widest possible audiences and aim to introduce completely new audiences to the magic of opera whether at the London Coliseum, outside of our theatrical home or internationally.

We make our productions accessible by offering a large proportion of tickets at affordable prices, and through our attendance schemes.



We work with a wide range of visiting companies to generate essential revenue and welcome new audiences to share the experience of our theatre.

**English National Opera is founded on the belief that opera of the highest quality should be accessible to anyone.**



## Head of Grants

### Summary

The Head of Grants is responsible for leading the strategy, development and delivery of income from charitable trusts & foundations and statutory funders to support the work of English National Opera.

Income from grant-making organisations is a vital contributor to ENO's ambition to deliver its mission of *opera without limits*. This role ensures ENO secures significant revenue and project funding, builds long-term strategic partnerships with funders, and positions fundraising as a central driver of organisational success and sustainability.

### Reports to

Executive Director, Development & Public Events

### Salary

£55,000-£60,000 per annum

### Location

Based in either London or Manchester with regular travel to both cities for Development events.

### Hours

35 hours per week, 10am-6pm, 5 days per week, evening and weekend work required



## Head of Grants

### Key Accountabilities

#### Strategy & Planning

- Plan and implement a strategy to achieve ambitious annual and multi-year revenue targets from grant-making organisations in the UK and internationally
- Line manage a Grants Manager, supervising their work and supporting their professional development, inspiring them to secure funding that aligns with ENO's vision, mission and organisational goals
- Identify and prioritise funding opportunities that support ENO productions, participation programmes, talent development, learning work and wider organisational ambitions including capital needs
- Contribute as an effective member of the Development Department's senior management team, helping shape departmental strategy, fostering a culture of inclusion and success, and embedding fundraising at the heart of organisational planning
- Ensure up-to-date compliance with fundraising legislation, statutory requirements and reporting obligations, working closely with Finance and senior colleagues
- Liaise with Finance to ensure accurate forecasting, reporting and budget alignment for grant income across monthly reports and contribute to Board papers

#### Identifying & Securing Funding

- Using a wide range of research tools and sector insight, identify and qualify prospective charitable trusts, foundations and statutory bodies aligned with ENO's artistic, capital and social impact ambitions
- Personally lead and prepare high-value, complex funding applications, crafting compelling and persuasive cases for support rooted in artistic excellence, accessibility and social impact
- Oversee the preparation and submission of applications across the grants portfolio, ensuring quality, accuracy and alignment with ENO's strategic priorities
- Ensure accurate record-keeping of funder communications, applications and reporting through the fundraising CRM (Spektrix)



## Head of Grants

### Key Accountabilities

#### Stewardship & Reporting

- Build strong, strategic relationships with trustees and staff at grant-making organisations, developing thoughtful cultivation journeys that demonstrate the breadth and impact of ENO's work
- Ensure timely and high-quality reporting to funders, keeping them informed of progress and impact, and creating meaningful opportunities for them to experience ENO's work first-hand
- Work proactively to deepen partnerships and maximise long-term income opportunities

#### Collaborating with Stakeholders

- Work closely with across the company to develop accurate and compelling project budgets that clearly articulate income, expenditure and impact
- Collaborate with Artistic, Learning & Participation, Marketing, Finance and senior leadership colleagues to ensure funding applications reflect organisational priorities and deliverable outcomes
- Build strong internal relationships across ENO to position fundraising as a shared organisational responsibility and collective endeavour



## Head of Grants

### Person Specification

#### Required:

- An outstanding fundraising professional with at least three years' experience and a strong track record of securing major grants at £50,000 and above
- Someone excited about working for an innovative opera company with accessibility at the heart of everything we do
- A fundraiser who understands and can clearly articulate the transformative outcomes of the performing arts
- Someone able to build positive and strategic relationships with trustees and senior representatives of grant-making organisations
- A dynamic individual with the ability to work independently while collaborating effectively within the Development Department and across the organisation
- Someone comfortable working with visiting directors, conductors, designers and musicians, as well as internal ENO staff
- Proven ability to provide effective line management, including supporting performance, development, and wellbeing
- A supportive colleague, willing to share skills, experience and knowledge with others in the team
- A creative and strategic thinker, able to translate complex artistic and financial information into clear, compelling proposals
- An excellent communicator, able to present complex budgets and impact narratives in a way that is accessible to different stakeholder audiences
- Experience of using fundraising databases
- Committed to their own professional development and continuous learning
- Ability to maintain confidentiality and handle sensitive information with discretion

#### Desirable:

- Experience of using Spektrix

## Head of Grants

At the ENO, our people play a vital role in helping us create extraordinary encounters with opera and beyond, so it's just as important that we reward people beyond their salary to recognise their contributions.

### Your Wellbeing

- **Annual Leave:** 25 days plus Public Holidays
- **Hybrid and flexible working**
- Eye care vouchers
- Enhanced Company Sick Pay
- Enhanced Family Friendly Leave (including Maternity Leave and Paternity Leave)
- Cycle-to-Work Scheme
- **Employee Assistance Programme (EAP)** through Spectrum.Life:
  - Confidential support available 24/7, 365 days a year for employees, their partners, and dependents (16+)
  - Wellbeing resources including videos, podcasts, and fitness plans on topics such as sleep health, fitness, nutrition, stress management, and more



### Your Professional Development

- Annual Professional Development Review to support your personal and career ambitions and achievements
- Opportunities for Sabbatical leave to invest in your learning, wellbeing and career goals



### Seeing Our Performances

- Complimentary tickets for ENO and selected London Coliseum performances
- Staff rate for ENO performances
- Complimentary tickets to talks, recitals and behind-the-scenes events



### Managing Money

- Salary Sacrifice pension scheme with Natwest Cushon
- Subsidised Staff canteen at the London Coliseum
- Interest-free travel season ticket loans
- Annual pay review
- Discounts across various categories including: Travel, Wellness and Fitness, Electronics, Accessories, Food & Drink and many more through Spectrum.Life



**“The variety of what we do is amazing, from drinks receptions and garden parties, to opportunities to see performances from Stage, Prompt or the Flies - every day is different and exciting!”**



## Head of Grants

### To Apply

Please send the following to [workwithus@eno.org](mailto:workwithus@eno.org):

- CV
- Covering letter (500 words maximum) detailing your interest and suitability for the role as well as your interview availability based on the dates below

Please also submit our anonymous [Equality and Diversity Monitoring Form](#).

We're proud to be a Disability Confident Employer. If you'd like to apply through the Disability Confident Guaranteed Interview Scheme, please mention this in your cover letter and let us know of any reasonable adjustments you may need during the interview process.

#### Application Deadline

9am, Thursday 19 March 2026

#### 1<sup>st</sup> Interviews

Monday 23 March 2026 (online)

#### 2<sup>nd</sup> Interviews

Thursday 26 & Friday 27 March 2026 (Manchester/London)

# Applications





## Backstage Secrets to Success

### Read the job description carefully

The job description is your score and every note counts. This will help you understand whether the role is a good fit and what is required, so you can tailor your application effectively.

### Read the application requirements carefully

Before your first act make sure you know your cues and stage directions. Check for any word limits, additional tasks, or submission deadlines.

### Tailor your cover letter

Your cover letter is your aria- your chance to shine. Use this to tell us things that we can't see on your CV for example: why you want to work with us, how our values align with yours, and any transferable skills that make you a great fit for the role.

### Check your application

Before submitting, review spelling and grammar, ensure attachments are included and correctly named, and double-check that your contact details are accurate and up to date. This is not a rehearsal. We repeat, this is not a rehearsal!

### Prepare for your interview

Research the organisation, be ready to discuss experience mentioned on your CV, and think about questions you'd like to ask us. See the interview as a duet where each voice is equally as important.

### Use AI tools mindfully

AI is a brilliant tool that's transforming how we work however, please ensure your application is honest and a true reflection of your experience. You can use AI to check grammar and spelling, improve structure and formatting, research the organisation or rehearse mock interviews but remember when the curtain rises, we want to see the real you in the spotlight.

### Online interviews

If your interview is online, have a technical rehearsal. Check that the link works beforehand and make sure you have a quiet space, a good internet connection with minimal distractions.

### In-person interviews

Confirm who you'll be meeting on the day, check your route in advance, and leave plenty of time in case of travel disruptions. This is your 5-minute call, you have 5 minutes.

### Accessibility

We are an inclusive employer and want to ensure that our process is as accessible as possible. If you have any access requirements, please let us know as soon as possible by emailing us on [workwithus@eno.org](mailto:workwithus@eno.org) so that we can ensure that the stage is ready for your performance.



### Confidentiality

Confidentiality is important in this role and our policy is strict. All information concerning staff, patrons and other ENO business, the disclosure of which could be detrimental to the company, must be held in the strictest confidence and may not be divulged to any unauthorised person at any time.

### Data Protection

Data Protection and adherence to GDPR is equally important. We therefore require that computer information should only be accessed if this has been authorised and is necessary as part of the postholder's work. You will need to be aware of the GDPR 8 key principals, and the Computer Misuse Act 1990.

### Health and Safety

Health and Safety is important at ENO and we would expect that the postholder will be happy to undertake personal responsibility for safety as will be outlined in the ENO safety policy and the Health and Safety at Work Act 1974.

### Equal Opportunities

Equal Opportunities is a given. We will expect the postholder to abide by ENO's policies on Equal Opportunities and Dignity at Work.

### Code of Conduct

Code of Conduct is sometimes assumed, but at ENO we will require the postholder to act in accordance with ENO's Code of Conduct whereby everyone shall be treated in a professional and courteous manner with full regard to the avoidance of discrimination, consistent with current equal opportunities employment legislation.

ENO



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