****

**Band on the Wall**

Job Description

**OUTLINE TERMS & CONDITIONS**

|  |  |
| --- | --- |
| **A JOB TITLE**: | ‘Keep On Moving’ Learning Programme Manager  |
| **B RESPONSIBLE TO:** | CEO |
| **C RESPONSIBLE FOR:** | Interns, volunteers, student placements, project deliverers  |
| **D KEY RELATIONSHIPS: (Internal)** | CEO, Administration and Operations Manager, Head of Marketing and Communications |
| **E KEY RELATIONSHIPS: (External)** | Community and learning partners, project leaders, volunteer referral agencies  |
| **F SALARY:** | £26,000 - £28,500  |
| **G HOURS:**  | Full time inc. some evening and weekend working |
| **H HOLIDAY ENTITLEMENT:**  | 28 days p.a. (inc. bank holidays) |
| **I PERIOD OF CONTRACT:**  | 4 year post |
| **J NOTICE PERIOD:** | Four weeks’ notice up to four years of continuous employment |

**JOB REQUIREMENTS & RESPONSIBILITIES**

This is a core position to develop and manage Band on the Wall’s new and ambitious learning and participation programme, ‘Keep on Moving’. The Keep on Moving project focuses on the musical and cultural heritage of the local area, and Manchester’s remarkable 300-year history as an expanding international city. The project will explore, through practical music-making sessions, the cultural impact of migrants on the city through the creative traditions (music, song and dance) brought into the area during these waves of migration.

The Learning Programme Manager will be responsible for the project management, organisation, delivery and evaluation of the Keep on Moving project. They will manage and facilitate the participation, engagement and volunteering opportunities available to local communities, in particular our target audiences of young people (aged 11 -25 years) and older retired people.

The successful candidate will have knowledge of, and be an experienced practitioner in, at least one traditional cultural music genre (folk, jazz, South Asian, African, Reggae etc); understand the teaching methods behind such traditional music, and be aware of more than their own specialism. They will also have a broader understanding of traditional music theory - including teaching by ear and peer teaching - and knowledge of techniques such as the Kodaly Method, Orf Approach, and Dalcroze Eurhythmics, as well as modern pedagogy.

The successful candidate should be a passionate advocate for the impact of music and cultural practice within an educational setting, be an outstanding communicator, especially with young people, and have a deep cultural knowledge of the heritage of their principle area of expertise; as well as a broader interest in, and willingness to learn about, other cultural traditions.

This programme will tie into our other digital learning programme ‘Guide to the World of Music’ and a study of our website [guidetotheworldofmusic.com](https://www.guidetotheworldofmusic.com/) will be useful to all candidates.

The successful candidate will work closely with the external evaluator to develop reflective practices, reacting to feedback throughout the life of the project in order to gain maximum engagement and impact.

**KEY TASKS**

Managing and embedding the Keep on Moving learning and participation programme:

* Day-to-day management of the Activity Action Plan
* Ensuring accurate and efficient budgeting and financial management of the project
* Delivering individual projects and initiatives against agreed targets, performance indicators and schedules
* Working with the formal learning sector, and independent music tutors and musicians to develop creative and accessible programmes
* Developing an informal learning programme including training and developing tutors and musicians to deliver the programme
* Working with local community groups and target audiences to increase long term engagement with Band on the Wall
* Developing temporary and travelling displays and community events using and developing Band on the Wall archives and collections
* Managing project evaluation and reporting to funders
* Recruitment and management of creative practitioners, music tutors, interns and volunteers who are leading and assisting on programmes
* Producing regular reports on activities, as part of reporting requirements for public and commercial funders
* Communicating effectively with management and colleagues to share information, achieve deadlines and promote a positive working environment.

Volunteering and internships:

* Setting up, recruiting and developing the volunteer programme
* Working with project partners to develop volunteering opportunities including skills development and community engagement
* Managing volunteer training and work programmes

Partnerships and links (internal):

* Embedding volunteer and internship programmes into the organisation
* Recruiting, developing and managing the Project Assistant (intern) role
* Working with Band on the Wall’s communications team on marketing, events and PR strategies and materials to increase local and regional awareness of this project
* Promoting education and learning projects and programmes across Band on the Wall’s activity

Partnerships and links (external):

* Liaising with all project participant organisations and individuals; maintaining and supporting relationships and effective communications
* Developing and strengthening community-based partnerships
* Developing formal learning links including FE and HE organisations
* Developing awareness and engagement of Band on the Wall’s music heritage-based programmes

**PERSON SPECIFICATION**

The successful candidate will be an enthusiastic and capable self-starter with an understanding of - and passion for - music. They will have a keen eye for detail, superior organisational skills, and be familiar with informal and formal learning and skills practice. They will be committed to community involvement, equality and diversity.

**Essential Criteria**

You will be an experienced learning professional, with demonstrable skills in:

* Managing a wide range of people to deliver high quality heritage learning and engagement
* Written communication, including digital databases, booking systems and the full Microsoft Office Suite.
* Organisation and administration, including writing reports, record keeping and analysing/collating information
* Setting up and managing a volunteer programme
* Working with, and for, young people on creative learning programmes
* Advocacy, PR and audience development
* Project evaluation

**Desirable Criteria**

* Knowledge of learning theory and alternative teaching methods (such as Kodaly, Orf Approach and Dalcroze Eurhythmics)
* Classroom experience

**Health and Safety**

To operate safely within the workplace with regard to the health and safety policies, procedures and safe working practices of Inner City Music Ltd.

**Confidentiality**

To adhere to Policies and Procedures on confidentiality and the management and sharing of information.

**Equal Opportunities**

To actively promote an Equal Opportunity Policy. To help promote a working environment where all employees and volunteers are valued as individuals and are encouraged to fulfil their potential.

**Training and Development**

To emphasise the importance of development in the workplace. To actively encourage a learning environment and development within others. To be proactive about own continuous professional development.