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**Band on the Wall**

**Job Description**

**OUTLINE TERMS & CONDITIONS**

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| **A JOB TITLE**: | Chief Executive Support, ‘Keep on Moving’ project, freelance |
| **B RESPONSIBLE TO:** | Chief Executive Officer |
| **C RESPONSIBLE FOR:** | n/a |
| **D KEY RELATIONSHIPS: (Internal)** | CEO, KOM Project Manager, ICM Board |
| **E KEY RELATIONSHIPS: (External)** | External professional team, National Lottery Heritage Fund, freelance facilitators |
| **F SALARY:** | £200 per day |
| **G HOURS:** | One day per week (0.2FTE) in first year; Half a day per week (0.1FTE) for years two, three and four |
| **H PERIOD OF ENGAGEMENT:** | Four year post |
| **J NOTICE PERIOD:** | Four weeks’ notice up to four years of continuous employment |

**JOB REQUIREMENTS & RESPONSIBILITIES**

This is a core position to support the delivery of Band on the Wall’s ‘Keep on Moving’ project, comprising of:

* A major capital project of expansion and restoration
* The delivery of a new and ambitious learning and participation programme.

Keep On Moving focuses on the musical and cultural heritage of Band on the Wall’s neighbourhood, exploring the impact of music brought into the area through the waves of migration from diverse cultures, over the past 200 years.

Chief Executive support is critical to ensuring the coordinated delivery of the two main strands of the project, supporting Band on the Wall’s Chief Executive with responsibility for funder and project team interface, budget oversight, and strategic project coordination.

The successful candidate will be responsible for progress reporting to funders and to the Board of Inner City Music Ltd (the charity that owns and operates Band on the Wall). They will ensure effective communication between the external professional team and internal staff in the delivery of the project. The role will involve close working with the Chief Executive, Board members, funders, the external professional team and the Keep On Moving Project Manager.

**Key Tasks**

* Oversight of programme delivery (capital and activity)
* Monitoring of project progress against agreed targets, performance indicators and schedules
* Reporting to Chief Executive regarding overall project progress
* Oversight of project budget and reporting to Head of Finance
* Preparation and submission of progress reports and payment requests to National Lottery Heritage Fund and Arts Council England.
* Managing communications between external professional team and internal project team.
* Producing regular reports on capital and activity progress for the Board.
* Communicating effectively with the Chief Executive and wider project team to share information, achieve deadlines and promote a positive working environment.
* Monitoring media activity to report on project visibility and ensure appropriate funder acknowledgement

**Person Specification**

* Experience of monitoring complex capital and activity projects in a heritage context
* Managing a wide range of people to support delivery of project outcomes
* Understanding of funder reporting requirements
* Budget management and analysis
* Written communication (report writing; collation/analysis of information)
* IT (database management and full Microsoft Office Suite)
* Organisational and administrative skills
* Demonstrable understanding of and passion for music
* Ability to work under own initiative and as part of team
* Demonstrable organisational skills and attention to detail
* Commitment to equality, diversity and community involvement

**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 our 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.