October 2021

Dear Applicant,

Thank you for your interest in the position of **Learning Programme Manager (maternity cover)** at Band on the Wall.

This application pack includes:

- Job Description
- Person Specification
- Guidance for applicants
- Application Form
- Equal Opportunities Monitoring Form

The closing date for receipt of completed applications is **9:00am on Monday 18th October 2021**. We regret that applications received after that time cannot be considered.

Please submit your application as a single attachment by email to:
hr@bandonthewall.org

Please note that we cannot accept CVs for this post.

Shortlisted candidates will be contacted by phone or email by **5.00pm Wednesday 20th October 2021**. Interviews will be **w/c 25th October 2021**.

We hope that this pack will help with any questions you might have about the application process. However, if you have any further queries, please email hr@bandonthewall.org

We look forward to receiving your application and thank you for your interest in Band on the Wall.

Best wishes,

Gavin Sharp
CEO
Inner City Music Ltd

JOB TITLE	Learning Programme Manager (Maternity Cover)

REPORTS TO	CEO, Director of Operations
RESPONSIBLE FOR	Administration Assistant, Intern, Archive Volunteer Co-ordinator, Freelance Project Leaders
KEY RELATIONSHIPS (Internal)	CEO, Administration and Operations Manager, Head of Marketing and Communications, Archive Volunteer Co-ordinator, Administration Assistant
KEY RELATIONSHIPS (External)	Community and Learning Partners, Freelance Project Leaders
SALARY	£27,000 p/a
HOURS	37.5 hours per week inc. some evening and weekend working Job share / flexible working considered
LOCATION	Manchester
HOLIDAY ENTITLEMENT	20 days p/a plus bank holidays
PERIOD OF CONTRACT	13 month fixed-term post
NOTICE PERIOD	Four weeks

SUMMARY

This post will cover the maternity leave of the Head of Learning Programme, a key role as Band on the Wall looks forward to reopening early in 2022. The newly expanded venue will benefit from purpose-built, enhanced learning and participation facilities in its first floor 'World of Music' suite, which provides a hub for the venue's learning activity.

Band on the Wall's learning programme focuses on the musical and cultural heritage of the local area, and Manchester's remarkable 300-year history as an expanding international city. Through practical music-making and heritage activity sessions, it focuses on the cultural impact of migrants on the city, exploring the creative traditions of music, song and dance brought into the area by migration.

The Learning Programme Manager will be responsible for the project management, organisation, delivery and evaluation of the learning programme. They will manage and facilitate the music and heritage participation and engagement opportunities available to local communities and professional musicians through school programmes, in-venue music workshops, and outreach events both in-venue and out in the community.

This is a varied, hands-on post and the successful candidate will be capable of overseeing multiple activities and programme strands and managing freelancers, interns and volunteers to ensure the smooth delivery of the programme. They will work closely with our external evaluators to guarantee reflective practices are maintained within each project strand.

This programme is National Lottery Heritage Funded. This post will have a key role in ensuring the 'activity plan' - the project outline and delivery framework - is fulfilled to a high standard. There is no requirement for programme conception or design as part of this post.

KEY TASKS

Managing and embedding the learning and participation programme:

- Day-to-day management of the programme.
- 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 schools and other formal learning settings.
- Working with independent music tutors and musicians to enable them to deliver creative and accessible programmes.
- Overseeing the Archive Volunteer Co-ordinator and the Band on the Wall archiving project in partnership with Manchester Libraries.
- Managing project evaluation and reporting to funders.
- Communicating effectively with management and colleagues to share information, achieve deadlines and promote a positive working environment.
- Management of the creative practitioners, music tutors, interns and volunteers who are leading and assisting on programmes.
- Working with the communications team to find creative methods to recruit participants to the programme activities.
- Ensuring that Safeguarding is maintained throughout the programme (to include DBS requirements for staff and leaders)
- Working with the organisation to ensure that the new education floor (World of Music) of Band on the Wall is fit for purpose

Volunteering and internships:

- Working with the Archive Volunteer Co-ordinator to develop the volunteer programme.

Partnerships and links (internal):

- Recruiting and managing a 6-month internship.
- 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.
- Strengthening community-based partnerships.
- Maintaining and developing relationships with primary and secondary schools in the local area and Greater Manchester for the provision of workshops.
- Developing formal learning links including FE and HE organisations, bridge organisations and Hubs.
- Developing awareness of and engagement with Band on the Wall's music heritage-based programmes.

PERSON SPECIFICATION AND CRITERIA

The successful candidate will be an experienced learning professional and 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.

Essential	**Desirable**

Demonstrable professional experience in a music learning/educational setting.	Understanding of funding in the arts and culture sector and experience in the delivery of funded work.
A basic understanding of traditional cultural music (such as folk, jazz, South Asian, African, Reggae etc).	Experience of managing a team of people with mixed backgrounds and skill-sets to deliver high-quality programmes.
An interest in cultural heritage.	
Proven project management skills.	Experience of using digital databases and booking systems.
Commitment to community involvement, inclusivity, equality and diversity.	Experience of working with volunteers.
Budget holding experience.	Experience of delivering heritage learning activity or programmes.
Proficiency in Microsoft Office suite.	Experience of working with heritage collections and archives.
Experience in project evaluation.	
Knowledge of safeguarding practices and their application in an education setting.	

Please note this post is subject to enhanced DBS checks.

Band on the Wall is founded on the principles of equity, equality, diversity and inclusivity. All job applications will be given equal consideration and we particularly welcome applications from black and minority ethnic and LGBTQ+ candidates, and those with disabilities, as these groups are underrepresented in our sector.

Band on the Wall is a Disability Confident Committed Employer.
If you are disabled and your application meets the minimum criteria for the post, we guarantee you an interview.

Deadline for applications: Monday 18th October
Interviews: w/c 25th October 9.00am

Review Arrangements

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

The post will be reviewed at three months, a further probation period may be required, if this is the case the post holder will be informed in writing after the review.

GUIDANCE NOTES FOR APPLICANTS

These notes are intended to help you to participate in the selection process as effectively as possible by providing us with all the information needed to demonstrate how you meet the requirements of the job. Please read these notes carefully before completing your application form. If you have any difficulty in completing the form or there is anything we can do to assist you, please email hr@bandonthewall.org

REVIEW THE CONTENTS OF THE JOB PACK

The application pack includes a full job description and person specification. If these documents have been omitted from your pack, please call us to obtain copies. The purpose and key tasks and responsibilities of the position are set out in the job description. The knowledge and experience and skills and attributes we are looking for in the successful candidate are listed in the person specification. It is important to read carefully all the information in the application pack before completing the form.

COMPLETING THE APPLICATION FORM

General Points

Please do not attach your CV or copies of education certificates to your application form. Applications in the form of CVs will not be considered.

Working through the form

Ensure that you clearly state the full job title on your application form.
Think about what evidence you can provide to demonstrate you have the necessary knowledge, experience, skills and attributes to do the job. You may also want to include voluntary/unpaid work experience, or experience gained in a role of responsibility in one of your leisure pursuits if this is relevant to the requirements of the job.

The section marked 'Supporting Statement' is particularly important. This is where you make your case for why you wish to apply for the job and what makes you a suitable applicant. In this section it is important that you provide us with evidence to demonstrate that you possess the knowledge, experience, skills and attributes required as set out in the person specification for the job. It is not sufficient to merely state that you have the knowledge, experience, skills or attributes required, you will need to provide specific examples of what you have done and how you believe this demonstrates you meet each requirement. You might find it helpful to address each of the items in the person specification separately in the order they have been listed to ensure you address them all. It is important to remember that those involved in the selection process cannot guess or make assumptions about you. Make sure you tell us everything relevant to your application and that you complete all the sections on the form.

Do not forget to proof-read your form and check for any errors before returning it to us.

Please return your form to Band on the Wall and ensure that it reaches us before 9am on the closing date. Applications received after the closing date cannot be considered.

SHORTLISTING

Shortlisting will take place as soon as possible after the closing date and is always carried out by at least two people.

Unfortunately, due to the high volume of applications expected we are unable to write back to all those who are unsuccessful at this stage or to give specific feedback on why you have not been shortlisted. If you have not heard from us within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

If you are shortlisted, we will normally contact you by telephone or email to invite you to interview. This will be confirmed by an email which will outline full details of the selection process. This may include carrying out a selection exercise to test your ability to carry out specific requirements of the job.

In some instances it may be necessary to hold the selection process in two stages and applicants may be called back for a second interview. You will be given full details about the arrangements if it is decided that a second round of interviews is necessary.

All offers of employment with Inner City Music Ltd/Band on the Wall are made subject to receipt of satisfactory references. Additionally under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. All successful applicants will, therefore, be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to taking up employment.

DATA PROTECTION ACT 1998

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. We are the data controller for your personal data and will ensure it is used and stored in accordance with the Data Protection Act (1998), the Privacy and Electronic Communication Regulations (2003) and the EU General Data Protection Regulation (EU 2016/679). If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor Band on the Wall's equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Good luck with your application.