

Live Music Now NW Projects Manager: Job Description

Post	MATERNITY COVER Projects Manager, Live Music Now (North West Branch and SEND Inspire Programme)
Salary	£24,500 - £25,000 pro rata
Job type	Part-time: 4 days (30 hours) per week. Fixed-term contract for 10 months, with possibility to extend up to 12 months. We will consider requests for flexible working on hiring.
Starting	Monday 27 January 2020
Location	This is a home-based position, with one day per week in the Liverpool office
To Apply	Please send CV and covering letter to jobs@livemusicnow.org.uk by 5pm Wednesday 4 Dec 2019 . Please include the names and contact details of two referees who are in a position to comment on you professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before interview).
Shortlist notification	Friday 6 Dec 2019
Interviews	Thursday 12 Dec 2019
Notification	If you haven't heard from us by 5pm on Friday 6 Dec, then unfortunately you haven't been shortlisted.
	Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from LGBT (lesbian, gay, bisexual and transgender) people, people with disabilities and people from black, Asian and minority ethnic backgrounds.

1) Live Music Now

Live Music Now (LMN) is a UK-wide music charity, established by Yehudi Menuhin in 1977.

The organisation aims to:

- provide interactive music programmes for those with limited access to live music including children and young people with additional needs and older people living with dementia
- support the professional development of musicians at the outset of their careers, ensuring the highest quality of delivery through a rigorous selection and training process.

The organisation works with around 320 individual musicians (200 ensembles average) per year, organising around 3,500 participatory performances and workshops throughout the UK. In total, these performances amount to approximately 5,500 musicians' performance opportunities.

2) Organisational Structure

Live Music Now operates throughout the UK, with English branches covering London/South East, South West, North West and North East and national branches covering Northern Ireland, Scotland and Wales.

A team of Strategic Directors leads the development of LMN's work in the areas of Wellbeing, SEN and Musicians' Development, delivered through the branch network across the UK. Each branch is run by a Director who reports to the national Executive Director. In turn the Executive Director reports to the Chairman and Board of Governors of the scheme.

Live Music Now North West covers a wide area reaching from Cumbria down to the West Midlands. There are currently 35 musicians based in the branch delivering a programme of around 700 sessions per year, managed by a part time staff team of three – the Branch Director (1 day per week), Projects Manager (3 days) and Administrator (1 day) - with support from LMN UK. The musicians deliver sessions in a variety of settings; care homes, special schools, hospitals, arts centres and community day centres.

The SEND Inspire programme is a training pathway for Live Music Now musicians and teachers working with children and young people with additional needs. It equips LMN musicians with the additional skills and experience necessary to support young people's musical development. Since launching in 2016, over 100 musicians working in 48 schools have taken part. The programme is led by the LMN North West Director (in their role as Strategic Director SEN), with support from the NW Project Manager. One day of the Project Manager post is allocated to SEND Inspire.

This post is the ideal opportunity for a well organised individual with at least 3 years' experience of project management in the arts sector and an interest in music education and/or music in health care.

3) Main duties & responsibilities

Working closely with the North West Director, to achieve the following:

NW Project Management

- Fixing musicians for one-off concerts and bought-in performances for a variety of venues;
- Undertaking the management of large-scale and longer term projects and residencies, including managing project delivery budgets;
- Entering events onto the database and generating contracts, schedules and feedback forms for musicians and venues on a project-by-project basis;
- Visiting venues to observe project activity;
- Working with the Branch Director and relevant Strategic Director to ensure appropriate monitoring and evaluation procedures are implemented;
- Liaising with venues over documentation of activities by photography, film and audio in
 - consultation with relevant LMN staff, and ensuring appropriate consent is in place;
- Co-ordinating CPD and planning meetings relating to projects;
- Preparing reports as required both for internal and external use;
- Collating project information, images and quotes for NW updates on LMN's website/social media news. Drafting news stories.
- Liaising with the NW Administrator in delivery of the above, delegating some project administration.
- Occasionally researching funding opportunities and writing applications with support from the Branch Director.

Administration & Office Management

- Acting as first point of contact for enquiries coming into the branch
- Soliciting feedback/evaluation from venues, participants and musicians and entering onto database/survey software as required;
- Keeping contact details, for musicians, advisory group and venues up to date on the database;
- Booking rooms for auditions, meetings, training etc as required;
- Management of NW branch equipment which is loaned out to musicians: iPads, keyboard, percussion.

Musicians' Management

- Liaising with LMN NW's musicians, and supporting their involvement and development with us;
- Liaising with auditionees and organising performance observation prior to auditions; stewarding annual auditions in Manchester and Birmingham;
- Overseeing DBS checks for all new musicians in line with LMN Safeguarding policy;
- Keep all musicians' database biographies and photos up to date in line with LMN Communications policy.

SEND Inspire Management

Co-ordinating the delivery of the UK wide SEND Inspire programme by:

- Maintaining and updating the guidance materials for SEND Inspire, ensuring branches have all the information they require to deliver regional SEND Inspire projects;
- Working with the Strategic Director to organise training, debriefs and end of project meetings for SEND Inspire;
- Co-ordinating the evaluation of the SEND Inspire programme, ensuring the timely completion of project surveys, downloading and filing surveys, collating statistical information and supporting in the monitoring and evaluation of the programme;
- Acting as a point of contact for branches to answer any queries about the programme;
- Working with the Strategic Director to organise the annual SEND Advisory Committee meeting.

Additional Tasks

- Occasional attendance at events to provide front of house support or event management;
- Occasional deputising for the Branch Director at external events;
- Undertake any other duties as requested by the Branch Director, relevant to this post.

4) Terms & Conditions

The post is contracted on an employed fixed-term basis. The salary will be between £24,500 - £25,000 pro rata per annum (based on experience) for 30 hours a week (4 days), and will be paid monthly, subject to any appropriate tax deductions.

- a) The appointment is subject to:
 - i) four weeks' notice of termination on either side;
 - ii) a probationary period of one month.
- b) Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.
- c) The post is home-based, with one day per week spent in the Liverpool office.
- d) Live Music Now provides a pension scheme for all eligible staff, currently set as 1% of salary, which is matched by us.

5) Equal Opportunities

Live Music Now endeavours to be an Equal Opportunities employer. Live Music Now will promote the following basic rights for everyone associated with it:

- to be treated with respect and dignity
- to be treated fairly at all times

regardless of colour, race, age, nationality, gender, gender reassignment, marital status, disability, sexual orientation or religion or belief, and with consideration of needs for flexible hours and work patterns.

6) Access

If you would like to submit your application in another format we would be happy to accommodate this. Please contact the office on 020 7759 1803 or email emily.roberts@livemusicnow.org.uk so that suitable alternatives can be discussed.

This job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post. It is subject to change, and will be reviewed regularly.

LMN NW Projects Manager (Maternity Cover): Person Specification

	Essential	Desirable
Experience		
At least 3 year's experience in an arts organisation, including some experience of outreach/participation activity	x	
Experience of fundraising, including identifying funders, preparing written applications and reporting to funders		x
Skills/competence		
Proven organisational skills and the ability to juggle a varied and fast-paced work-load	x	
Efficiency in managing office systems with attention to detail	x	
Advanced IT skills (Excel, Office, PowerPoint, database)	x	
Good organisational and time-management skills, together with a good telephone manner	x	
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners	x	
Able to represent the organisation, communicate confidently, and to deputise for the Branch Director in her absence	x	
Finance		
Experience of managing and updating budgets	x	
Knowledge and approach		
An interest in the professional development of young musicians	x	
A passion for, and commitment to, the role of music in education and music in healthcare, and its impact both on participants and musicians	x	
A sympathy with all styles of music and specialist knowledge in at least one.		x
An interest in social welfare and a strong commitment to the development of access to the arts for disadvantaged and disabled people.	x	
An understanding of health, social services or education sectors.		x
General		
Energetic, creative, entrepreneurial and committed	x	
Self-starting and ambitious, highly-motivated, able to set priorities, meet targets and work alone, while operating as part of a wider team under direction	x	
Clean driving licence		x
Able to remain calm under pressure and solve problems	x	