



## JOB DESCRIPTION

Job Title: **Music Programme Manager**

Location:

**Trust-Wide responsibility - based at Malcolm Arnold Academy with extensive travel to academies throughout the Trust**

### **Job Purpose:**

To support the Executive Director of Music and Primary and Secondary Music Leads in implementing the delivery of the music programme across the Trust through offering comprehensive administrative support.

The successful candidate will be someone who is passionate about music education, using their attention to detail, organisation skills and creative thinking to impact thousands of students each year. You will be someone who is adept at prioritising complex workloads, supporting on the coordination of a range of programme strands, projects and events, and will be able to demonstrate excellent organisational, communication and administrative skills combined with a personable, self-motivated, 'can-do' approach.

### **Background:**

The David Ross Education Trust is a growing network of academies with a geographical focus on Northamptonshire, Lincolnshire and the Yorkshire/ Humber region. The network is a mix of primary, secondary and special academies, as well as a mix of those that have chosen to join DRET on conversion and those that are sponsored academies.

Our aim is to be one of the country's top-performing multi-academy trusts. Recognised as a nationwide system leader, the Trust runs 36 schools across the country, ranging from small rural primaries to much larger secondary schools in urban areas, our first all-through school and a special school which caters for pupils aged 2-19 who have a diverse range of special educational needs.

Giving our young people access to a world-class education is what drives us. Our students benefit from a wealth of opportunities to develop, learn and lead. From the classroom, to cultural visits, sports, music and arts and engaging with our local communities, the rich and varied experiences we create help fuel ambition and unlock potential. The education and experiences equip our young people with the leadership skills, team spirit, resilience and confidence to become outstanding citizens.

Music is central to the Trust's mission of broadening student horizons: the Trust's Music programme is innovative, broad and ambitious, and includes the award-winning Singing Schools programme and Musicians in Residence scheme, and partnerships with seven local

music hubs, Gabrieli Roar, MusicFirst, the National Youth Orchestra, Nevill Holt Festival, the Royal Ballet and Opera, and Sing Up, among others. The programme is led by the Executive Director of Music, assisted by a team of Primary and Secondary Music Leads and Musicians-in-Residence.

**Reporting To:** Executive Director of Music

**Grade:** NJC14

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## Programme Administration

The Music Programme Manager plays a vital role in supporting all members of the Music team and ensuring the smooth running of the programme. The ongoing team administration includes:

- ★ Team diary management, including managing team meetings, school visits and key meetings throughout the year, and organising travel and accommodation
- ★ Writing and distributing minutes from key meetings
- ★ Processing new suppliers, invoices and expenses
- ★ Managing contact databases and MS Teams groups
- ★ Printing resources for events, training and other programme activity
- ★ Uploading and sharing materials online/via email/post
- ★ Sourcing materials from/placing orders with external companies and organisations
- ★ Ensuring programme compliance with GDPR regulations
- ★ Supporting the programme-wide evaluation strategy by creating documents/online forms and collating responses
- ★ Supporting programme-wide communications strategy through use of social media and other external communications
- ★ Presenting Music Team activity at online and in-person whole staff meetings
- ★ Providing day-to-day administrative support to the Executive Director of Music

## Events, Performances and Trips Administration

- ★ Assisting in the planning of DRET Music events, concerts and rehearsal schedules, including acting as Administrator of Primary and Secondary Music Festivals and Carol Services
- ★ Acting as Administrator for specific performing projects (e.g. participation in Gabrieli Roar; operas at Nevill Holt)
- ★ Operational support and leadership at events, including event set-up and pack-down, and managing a small ops team
- ★ Acting as Trip leader for some musical trips, including residential courses as appropriate
- ★ Overseeing licensing of child performers where appropriate
- ★ Supporting event administration through writing and sending event booking confirmations and collating registration responses
- ★ Managing event logistics including arranging equipment, catering, transport, printing
- ★ Sourcing potential venues and securing competitive rates
- ★ Collecting photos, quotes, case studies from training days and events

## Key relationships

- ★ Executive Director of Music
- ★ Primary Music Leads
- ★ Secondary Music Lead
- ★ Heads and Music leads in each academy
- ★ Students and parents
- ★ Communications Team
- ★ Music Hub leaders
- ★ Local musicians and musical organisations
- ★ Gabrieli Roar, MusicFirst, National Youth Orchestra, Nevill Holt Festival, the Royal Ballet and Opera, Sing Up, and other partner organisations
- ★ Trust Musicians in Residence

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 - Application
- 2 - Test/Presentation
- 3 - Interview

|  | Essential | Desirable | Assessed   |
|--|-----------|-----------|------------|
| <b>Skills and Knowledge</b>  |           |           |            |
| ★ Strong administrative, organisational and communication skills   | ✓         |           | <b>1,3</b> |
| ★ Excellent time management and planning ability   | ✓         |           | <b>1,3</b> |
| ★ Interest and experience of the music scene within Education  |           | ✓         | <b>1,3</b> |
| ★ IT and social media skills   | ✓         |           | <b>1,3</b> |
| ★ Knowledge of GDPR regulations  |           | ✓         | <b>1,3</b> |
| ★ Awareness of licensing requirements for child performers   |           | ✓         | <b>1,3</b> |
| ★ Event management   |           | ✓         | <b>1,3</b> |
| ★ Ability to travel frequently and extensively to all academies across the geographic spread of the Trust  | ✓         |           | <b>1,3</b> |
| <b>Personal Qualities and Ethos</b>  |           |           |            |
| ★ Experience of successful relationship building and management  | ✓         |           | <b>1,3</b> |
| <b>Equal Opportunities</b>   |           |           |            |
| ★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best. | ✓         |           |            |
| <b>Safeguarding</b>  |           |           |            |
| ★ Committed to promoting the welfare of all children and creating a safe environment in which children   | ✓         |           |            |

|  |   |  |  |
|--|---|--|--|
| can learn; considering, at all times, what is in the best interests of the child.  |   |  |  |
| ★ Play an important part in the wider safeguarding of children - identifying concerns, sharing information and taking prompt action to safeguard and protect them.   | ✓ |  |  |
| ★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children. | ✓ |  |  |
| Health and Safety  |   |  |  |
| ★ Aware of Health & Safety and Safeguarding as appropriate to role   | ✓ |  |  |

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

**All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.**