



Registered Charitable Incorporated Organisation number 1171097

www.omnimusic.org.uk

Programme Manager (0.4fte) Job Description and Person Specification

Salary: £9,600 - £12,000 for 2 days a week depending on experience
(£24,000 - £30,000 fte)

Working Hours: 15 hours/week

Location: Stockport (and home working by negotiation)

Closing Date: Friday 20th March 2020

Interview Date: Monday April 6th February 2020

Application by CV and covering letter to recruitment@omnimusic.org.uk

OmniMusic

OmniMusic is a Manchester based Charitable Incorporated Organisation that has, as its Charitable Objects, the advancement of the education of young people and adults who have physical or learning disabilities, or both, through the application of specialist technology that enables them to create, play and perform music. The Charity also seeks to develop and harness new and emerging technologies in order to increase the opportunities for disabled people to make and enjoy music.

Having had a successful few years we are now developing and expanding and seek to appoint a Project Manager to work alongside our trustees, founder and consultants.

Reporting to the Board of trustees in the first instance, this post is offered at 2 days per week pro rata on the F/T scale £24,000 to £30,000 commensurate with experience. The role features the day to day management including some fundraising and strategic input into the future development of the charity.

OmniMusic Project Manager post - Job description.

Responsible to: The Board of Trustees

Main Purpose: To provide fundraising, administrative and developmental support to the Charity in delivering its Charitable Objects as set out in its Constitution.

Responsibilities:

Financial

Fundraising for the continuation of current projects and for future projects

Arranging payment of invoices as and when necessary

Managing current project budgets

Managing the overall Charity budget

Strategy

Day to day management and implementation of new and existing projects

Planning and managing the future strategy of the Charity in conjunction with the Trustees (and charity Director/CEO - if applicable)

Planning new projects in consultation with freelance tutors

Recruiting and contracting new freelance tutors as and when required for the delivery of new projects

Managing current partner relationships

Initiating and managing future partner relationships and networks

Administration

Managing and carrying out all the administration for current projects – managing budgets, organising the delivery of work, finding/recruiting participants, co-ordination of freelance tutor team, managing relationships with current funders, organising press releases, managing arrangements required for the planning and delivery of performances etc.

Preparing and submitting all end of year statutory reports as required by official bodies such as The Charities Commission

Ensuring all the policies as required by the Charities Commission are in place

Managing freelance tutor contracts

Convening and arranging quarterly Trustee meetings and carrying out all associated administration

Carrying out all safeguarding checks on freelance staff in line with the Charity's Safeguarding Policy

Managing all IT administration and systems – for example ensuring all charity information is backed up and secure and ensuring the website is kept up-to-date - or managing/organising a 3rd party to carry all this out

Manage the charity's media and social media

Carrying out all other associated charity administration not mentioned above as and when required

OmniMusic Project Manager post - Person Specification.

Essential

At least 2 to 3 years experience in a Co-ordinator/Manager role

A well evidenced track record of successful fund raising within the 3rd sector

The ability to work independently and on their own - a self-starter, able to use their initiative to develop new areas of work and new projects.

Provable experience of successfully managing the budget of specific one-off projects and/or of a small 3rd sector organisation

Excellent administrative skills

Excellent computer skills, including being skilled at Microsoft software, including Outlook, Word and Excel, as well as experience of using remote working file sharing software - Dropbox/Google Drive etc

Highly organised, efficient and self-motivated, with the ability to work across a range of deadlines simultaneously.

Experience of undertaking or supporting monitoring of project work within an organisation for relevant stakeholders.

The ability to work under pressure with the flexibility to adapt quickly to varying workloads and the demands of a small organisation.

A high level of attention to detail and accuracy of work.

Excellent oral communications skills in English; able to communicate with a wide range of stakeholders.

Excellent written communications skills in English; able to write in a range of styles e.g. able to compose social media posts and a formal monitoring report.

Knowledge of and enthusiasm for a range of arts and culture

Educated to degree level or equivalent

Experience of using social media, personally or professionally.

Experience of report writing.

Desirable

Experience of working with people with disabilities

An understanding of the administration needs of a small cultural or voluntary sector organisation.

Proven ability to work with people from a wide variety of backgrounds

Experience of collating monitoring and statistical information within an organisation for review and report purposes.

Experience of working within an arts organisation.

Experience of responsibility for maintaining an organisation's social media platforms

Arts administration or Arts Management qualification at University level.

Contractual Details

This is a permanent part-time role (subject to funding) working 22 hours per week over 3 days, with a six-month probation period.

The actual salary paid is £9,600 - £12,000 per year, depending on experience.

Benefits include: 10 days holiday entitlement per year, in addition to public holidays, (pro-rata), and a work-place pension scheme after 1-month of employment.

The notice period is one month (one week during probation period). We would like the post-holder to start as soon as possible after the beginning of May.

Selection Process

Guidance for Applicants

The Job Description is a broad description of the sort of work the successful candidate will undertake and is not an exhaustive list. During recruitment, the selection panel will be shortlisting based on what qualities, skills and experience you may bring to the role, as outlined in the person specification.

For the covering letter please consider how your qualities, skills and experience meet the Person Specification - either directly or with transferable skills from other sectors, and demonstrate your knowledge and experience in relation to each of the points. If you've done a job before which you think provides evidence for much of the specification then just write about the job you did and roughly how it addresses the Person Specification. We'll be able to tell from your CV and what you've been up to if you'll have the sort of experience we're looking for. We've all been through application processes and know full well how onerous they can be!

OmniMusic is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

OmniMusic values difference and recruit by merit on the basis of fair and open competition. We welcome candidates from a range of different backgrounds and from sectors outside the Arts.

You must be eligible to work in the UK to apply for this position.

Contact Details

Please submit your CV and covering letter by post to:

Kieran McMahon
Secretary - OmniMusic
c/o Disability Stockport

or electronically to:
recruitment@omnimusic.org.uk