

# Development Manager



<b>Job title:</b>	Development Manager
<b>Location:</b>	Homebased working with some onsite meetings/events
<b>Scope:</b>	Freelance position 6 months contract with possibility for extension (subject to funding)
<b>Salary:</b>	Freelance fee of £6000
<b>Closing date:</b>	We invite expressions of interest to be submitted as soon as possible and will consider applications as they come in as this is a time sensitive role
<b>Starting date:</b>	We are aiming to have this post filled by early June
<b>Responsible to:</b>	General Manager & Board

**Job Summary:** To work closely with the General Manager and Board to **develop** networking and professional development opportunities for community musicians. To further **develop** resources for Sound Sense that support the ethos and purpose of Sound Sense and the community music sector.

## Specific deliverables:

- To research and write funding applications with support from Board and the General Manager (eg ACE lottery grant and other bids you/Sound Sense have identified – minimum of three applications)
- To research and write a safeguarding policy for Sound Sense
- To update our existing equality & diversity policy (see [soundsense.org/about-sound-sense/corporate-plans-and-policies](https://soundsense.org/about-sound-sense/corporate-plans-and-policies))
- To update and expand the Sound Sense Code of Practice through consultation and research, and promote its use among our members and the wider community music sector
- To work with organisation members of Sound Sense to deliver two or three regional events in Autumn 2022 (picking up from person working on it already)
- Develop online resources (additional and existing) to support professional development in the community music sector, as agreed with the Board and General Manager

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## Sound Sense, the UK professional association for community music

Company limited by guarantee registered in England and Wales no 3933421. Registered charity 1080918.  
Registered office: Sound Sense Ltd, LCB Depot, 31 Rutland Street, Leicester LE1 1RE.

## PERSON SPECIFICATION

### ESSENTIAL

- Be passionate about community music
- Understanding of current context and issues in professional development for the community music workforce
- Excellent standard of written English (style, spelling, grammar, punctuation)
- A proven track record of fundraising
- Experience in developing policies
- Experience in undertaking consultation and research
- Be creative and innovative bringing fresh ideas to the role
- Work to deadlines
- Enthusiastic self-starter who is proactive and can work independently
- Exceptional time management skills and the ability to maintain multiple projects simultaneously

### DESIRABLE

- Working knowledge of current data protection legislation
- Experience of events management
- Working relationship with funders (ACE etc)
- A strong reputation/network within the community arts sector

### To Apply:

Please send PDF versions or a video of both an **expression of interest** and **track record statement or CV** to [recruitment@soundsense.org](mailto:recruitment@soundsense.org). Also, please let us know how you heard about the role.

Please include any links to previous projects that you've managed or been involved with, together with names and contact details for two referees who will be happy to support your application and comment on your work in a professional /personal capacity.

If you have any questions, feel free to email Clare Adams on [clare.adams@soundsense.org](mailto:clare.adams@soundsense.org)

**Sounds Sense is Equal Opportunities Employer and our policy can be found on our website at:**  
[soundsense.org/about-sound-sense/corporate-plans-and-policies](https://soundsense.org/about-sound-sense/corporate-plans-and-policies)

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