

Vacancy for Programme Director with OmniMusic

Programme Director (0.7fte) Job Description and Person Specification

Salary:	£21,000 pa for 3.5 days a week (£30,000 fte)
Working Hours:	26.5 hours/week
Location:	Stockport (and home working by negotiation)
Closing Date:	October 7 th 2022
Interview Date:	By Zoom – date to be advised but probably in the last week of October 2022

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

Who we are

OmniMusic uses the potential of Assistive Music Technology to allow everyone to make music. We want to enable everybody, whatever their age or experience, to reach their full creative potential whilst challenging society's assumptions about disability. For a better idea of our work please have a look at our website: www.omnimusic.org.uk

Since 2017 we have worked with more than 250 disabled adults and young people across Stockport and Greater Manchester. We are seeking to appoint a new Programme Director to work alongside our trustees, founder and consultants to continue delivering and expanding our work.

OmniMusic has an established team consisting of the Board of Trustees; experienced book keeper; accountant; webmaster and graphics specialist; Charity Advisor and Technical & Artistic Director.

Overview

The primary responsibilities of the role are to oversee the day to day management of our programmes, from planning, to delivery and evaluation and monitoring. Working alongside our small team you will:

- initiate new projects and carry out the required fundraising and planning for them;
- initiate, develop and manage partner relationships;
- continue the implementation of the Charity's 5-year strategy document to ensure the future devel-

opment, growth and sustainability of the charity.

We are seeking someone who is entrepreneurial, enthusiastic, personable, highly motivated and able to balance competing deadlines. A significant part of the role is to broaden the reach of the charity. As such someone able to find creative and original ways of telling the story of OmniMusic to new partners would be ideally suited to this role.

Being a small charity this will be a varied role with a great deal of autonomy which would be ideal for someone with experience of managing community or arts projects who is now looking to gain experience into the broader management and development of a charity.

Duties

Financial

Carry out fundraising for core costs and new programmes of work;

Working with the Charity's book-keeper and accountant to manage the Charity's project budgets and the overall Charity budget;

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, arranging payment of invoices as and when necessary etc.;

Preparing and submitting interim and final reports for funders of our projects as required. Gathering evaluation and feedback for these reports as required;

Working with our Charity Advisor to prepare and submit 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 and funders 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 working with a 3rd party to carry this out;

Working with our team to manage the charity's communications and social media;

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

Strategy

Planning and managing the future strategy of the Charity in conjunction with the Trustees and Artistic/Technical Director;

Planning new projects in consultation with freelance tutors and Artistic & Technical Director;

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;

Person Specification.

Essential

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

A well evidenced track record of successful fundraising within the 3rd sector;

Commitment to fully-inclusive music-making;

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

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 a small 3rd sector organisation or of specific one-off projects;

Competent administration and IT skills - word processing, simple use of spreadsheets for budgets etc.;

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

neously;

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;

Ability to communicate clearly and accurately with both written and spoken English - able to write in a range of styles e.g. able to compose social media posts and a formal monitoring report;

Experience of using social media, personally or professionally;

Experience of report writing.

Desirable

Experience of working with people with disabilities;

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

Experience of working within an arts organisation;

Experience of maintaining an organisation's social media platforms;

Arts administration or Arts Management qualification at University level.

Knowledge of and enthusiasm for a range of arts and culture;

Educated to degree level or equivalent.

Contractual Details

This is a 12 month fixed-term part-time role working 26.5 hours per week over 3.5 days, with a six-month probation period. The role may be extended after a year subject to funding being available.

The actual salary paid is £21,000 per year for 3.5 days a week (£30,000 fte)

Benefits include: 20 days holiday entitlement per year 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 November 2022.

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 how it addresses the Person Specification.

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. We are particularly interested to hear from those who identify as Disabled and are happy to discuss access adjustments to support your application.

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:

Doug Briggs
OmniMusic
63 Osborne Road
Levenshulme, Manchester M19 2DU

or electronically to:
recruitment@omnimusic.org.uk

