



**Project and Development Manager  
Candidate Briefing  
Document**

Dear Applicant,

I am delighted that you have expressed an interest in applying for the role and joining our organisation. This is a really exciting time for **soundLINCS**.

Over the past 25 years **soundLINCS** has been on an amazing journey, unleashing potential through music. We have worked with, and been a part of the lives of many different people from all backgrounds. Recent projects have included work with older adults, vulnerable young people, health and wellbeing, and heritage sites. We have introduced an amazing array of musical toolkits, undertaking and publishing academic research alongside the projects, partnerships, activity and awards that have kept us energised and refreshed.

In these challenging times, soundLINCS knows there has never been a time where the importance of Community Music is needed more. We are looking to continue supporting and developing increased empowerment and innovation in community music locally, nationally and internationally, and continuing to build on our excellent reputation within the music sector.

This post is responsible for taking full control and managing a series of allocated projects, programmes or services ensuring the delivery is on time, to budget, and of the highest quality of performance, within the most effective and efficient model. You will also work alongside the CEO to develop **soundLINCS**, seeking opportunities to grow the organisation sustainably and pursuing funding from appropriate sources.

The successful candidate will have a solid experience of programme and project management, including responsibility for budgets, performance, directing and managing people, and effective stakeholder management. You will be a creative thinker and planner with an analytical approach to problem solving alongside knowledge of agile/lean tools. This role also seeks to develop opportunities of work, continuing to build **soundLINCS**' reputation as one of the foremost community music organisations.

The job description and person specification contain all the information regarding the role and the criteria that the selection panel will use in the shortlisting process for this post, so please specifically address these within your application.

This document provides all the information you need, however if you require any additional information please do not hesitate to contact Shelley Spink, my Executive Assistant on 01522 510073.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Nikki-Kate Heyes'.

Nikki-Kate Heyes, MBE  
**CEO**  
**soundLINCS**

## Who are we?

**soundLINCS** is a not-for-profit community music organisation unleashing potential through music by delivering high-quality and innovative music making opportunities. **soundLINCS** began in 1998, set up by community musician and CEO Nikki-Kate Heyes MBE.

**soundLINCS** is a Company Limited by Guarantee and a Registered Charity and receives annual revenue funding from a number of sources including Arts Council England and Youth Music. The Company attracts project funding from a range of sources, dependent on the projects and programmes under development, working on a consortium basis with a wide range of organisations including Lincolnshire County Council, the District Councils in Lincolnshire, Arts Council England and Youth Music.

**soundLINCS** is managed by a voluntary Board of Trustees currently comprising 9 dedicated volunteers who ensure a strategic overview of the Company. Through regular meetings, they monitor the work of the Company ensuring high standards are kept; assist in the achievement of goals and objectives from their understanding of the Company's stakeholders via their diverse connections and demographics. They bring a wealth of professional, business, advisory and specialist knowledge to the Company, complementing core staff skills to ensure the most effective quality service can be delivered. The day to day operations and project delivery is undertaken by the CEO, Executive Assistant and a range of 20 freelance Music Facilitators who have been inducted (including adherence to the Company's policies and procedures), trained and safeguarded by the Company.

## What do we do?

We think music can change our world. We offer music-making opportunities for people from all walks of life. Our services are inclusive, exciting and are delivered by creative, innovative people.

- We create and innovate bespoke music projects and workshops for a diverse range of people to suit their needs.
- We develop and provide access to a range of music information.
- We deliver training to encourage and empower others to provide high-quality music-making opportunities.
- We work with academics to study the social impact of music so we can learn, develop and share with others the empowering qualities of music-making.

## Why do we do it?

Our vision is that everyone has an opportunity to be empowered through music.

We provide music workshops and residencies in most music and multi-arts genres. You name it, we can usually deliver it!

Over the years **soundLINCS** has built a national reputation as one of the foremost community music organisations in the UK. Since its inception, soundLINCS has made a major contribution to the transformation of the community music landscape. The Company works in partnership with local, regional, national and international organisations, providing and developing high quality innovative music-making opportunities and training for all ages, abilities, interests and communities. The Company has developed a reputation for work with Higher Educational Institutions, resulting in the creation of well-informed and practical resources which are a core part of soundLINCS work to realise the Company's vision of a musically inclusive world, which unleashes potential through music.

# soundLINCS

## Job Description

**Job Title:** Project and Development Manager

**Reports to:** CEO

**Responsible for:** Music Facilitators

### Overall purpose of job:

As Project Manager you will be responsible for and take full control of a series of allocated projects, programmes or services, ensuring the delivery is on time, to budget, and of the highest quality of performance, within the most effective and efficient model. As Development Manager you will be supported and empowered to source development opportunities for the organisation, seek funding opportunities for new projects, and assist the CEO in strategically building the organisation for the future.

### Roles and responsibilities

To work with the CEO to ensure the delivery of the Company's annual work programme, ensuring that **soundLINCS** remains at the forefront of community music development locally, regionally and nationally.

To take responsibility and deliver the detailed planning and implementation of an allocated series of **soundLINCS** programmes and projects, ensuring that KPI, targets are met, artistic standards are maintained, statistical data is collated, timely reportage is maintained to stakeholders and funders and that programmes operate within budget.

To fulfill the duties and responsibilities of line management of the Music Facilitators, providing clear direction and coaching support. Regularly monitoring and reviewing the work, identifying the learning and development needs of the Music Facilitators on an annual basis and in ensuring that these needs are met effectively, this will be mainly through the soundLINCS Annual Conference.

To establish and maintain fruitful and effective working relationships with project, programme and services, venues, settings, stakeholders and partners.

To ensure the instruments and kit needed for the allocated series of **soundLINCS** programmes and projects is PAT tested, safe and properly maintained, to review its usage and make recommendations and implement any improvements.

To identify opportunities for work, programme or service development from existing and potential new sources and develop the opportunities alongside the CEO.

To take the lead in driving and developing a diverse portfolio of income streams to ensure soundLINCS' long term sustainability and growth.

To ensure the delivery and ongoing development of the soundLINCS Funding Development Plan in line with the soundLINCS Business Plan and in collaboration with the CEO.

To work with the CEO to take responsibility for researching and maintaining the Company's list of prospects.

To be responsible for researching and preparing written applications to UK or international grant-giving trusts and foundations, corporate foundations, public-sector or other statutory funders and grant-making bodies including foreign embassies and cultural institutes or universities.

To develop and maintain an in-depth and up-to-date knowledge of the planned activities at soundLINCS, in order to present our work persuasively to funders and partners.

To fulfil an advocacy role for soundLINCS through attendance at conferences and other events locally, regionally and nationally.

To observe the Company's Safeguarding Children and Young People policies and procedures.

To support the development of **soundLINCS**' information and communication networks and services, internally and externally.

To contribute ideas for the ongoing development of the soundLINCS website and social media.

To support the CEO in creating a positive, proactive and creative working environment where individual potential is recognised and where opportunities for staff learning and development are maximised.

To represent **soundLINCS** at networking events locally, regionally and nationally, as directed by the CEO.

To contribute to the development of **soundLINCS** artistic vision and strategy through regular discussions with the CEO.

To adopt a flexible approach and contribute to strategic planning and development whilst maintaining a focus on operational matters.

To deputise for the CEO during periods of holiday and sickness absence.

In line with the requirements for all other employees, to carry out such other duties as may be determined within the general scope of this post. Duties and responsibilities outside the general scope will be required only with the agreement of the Postholder.

<b>PERSON SPECIFICATION</b> We are looking for someone who has the following experience and qualities:		
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent qualifications and/or experience</li> </ul>	<ul style="list-style-type: none"> <li>• Professional musical experience and/or qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Working as part of a fundraising team within an arts or voluntary sector organisation; knowledge of the funding context for arts and culture.</li> <li>• A demonstrable track record in successfully raising funds from trusts and other grant makers with experience of securing sizeable grants and proven experience in delivering against ambitious income targets</li> <li>• Line management, including performance management of staff</li> <li>• Proven financial management</li> <li>• Understanding of issues in communities that face social, cultural, geographical and/or economic challenges</li> <li>• Partnership building</li> <li>• Negotiating and influencing skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with Vulnerable people</li> <li>• Professional experience of working with an arts organisation</li> <li>• Musical background</li> <li>• Understanding of and/or background in the voluntary or not-for-profit sector</li> </ul>
<b>Knowledge/ Skills/abilities/ Competencies</b>	<ul style="list-style-type: none"> <li>• Strong leadership skills</li> <li>• Ability to think strategically</li> <li>• Project management skills</li> <li>• Experience of delivery to KPIs</li> <li>• Reporting on outcomes and delivery</li> <li>• Ability to work independently and as part of a team, planning own workload and acting on own initiative, prioritising work and meeting deadlines</li> <li>• Ability to manage multiple tasks and projects simultaneously and prioritising, whilst remaining calm and maintaining a professional demeanour</li> <li>• Strong interpersonal and communication skills working with different people at different levels, e.g. Stakeholders, staff members, consultants and the public</li> <li>• Excellent organisational skills with a methodical and accurate approach to work, strong numerical skills and an ability to work with complex budgets</li> <li>• Excellent writing skills and attention to detail; with the ability to produce high quality written documents and</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working on own initiative within clearly defined parameters</li> <li>• Well networked nationally / internationally</li> <li>• Knowledge of local and/or national key partners in the music education landscape</li> </ul>

	<p>articulate a robust and compelling case for funding</p> <ul style="list-style-type: none"> <li>• Excellent IT, word processing and spreadsheet skills with thorough knowledge of Microsoft Office, including Outlook, Word and Excel; experience in working with databases and working collaboratively online via google docs</li> <li>• Ability to understand soundLINCS broad-ranging project content and tailor it into appropriate style and content for target funders</li> <li>• Understanding and commitment to safeguarding children, young people and vulnerable adults</li> </ul>	
<p><b>Personal attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to inspire</li> <li>• Team worker</li> <li>• Self-motivation and initiative</li> <li>• Enthusiasm; a positive and proactive outlook</li> <li>• Well organised</li> <li>• Tact and diplomacy</li> <li>• Problem solving skills and an ability to work flexibly</li> <li>• Positive and supportive behaviour in the workplace</li> <li>• A flexible and collaborative approach to working as part of a team</li> <li>• Ability to travel</li> </ul>	

## **How to Apply**

Please complete the Application Form and send by email to [shelley@soundlincs.org](mailto:shelley@soundlincs.org) or by post marked for the attention of Shelley to soundLINCS, soundHOUSE, 18 St Martin's Lane, Lincoln LN2 1HY.

Please complete the Equality and Diversity monitoring form and send by email to [info@soundlincs.org](mailto:info@soundlincs.org) or by post to soundLINCS, soundHOUSE, 18 St Martin's Lane, Lincoln LN2 1HY

**Deadline: 10am, Monday 17<sup>th</sup> October 2022. Applications received after this time will not be considered.**

Virtual interviews will take place w/c Monday 24<sup>th</sup> October 2022.

If you would like to have an informal conversation before applying, please contact Shelley Spink, Executive Assistant on 01522 510073 or email [shelley@soundlincs.org](mailto:shelley@soundlincs.org)