

Recruitment Pack

Post Title: MusicLeader East Region Director

Location: East Region

Term: Full time (39 Hours), fixed term contract to 31st March 2011 (Possibility of extension, pending confirmation of funding)

Salary: £30,000 per annum

Reporting to: Executive Director, The Garage Trust Ltd

Responsible for: MusicLeader East Region Assistant

The Garage is a specialist young people's creative training and education centre based in Norwich and managed by The Garage Trust, a registered charity. We deliver a range of creative programmes which support young people, particularly those that are disadvantaged to raise their aspirations and skills and build pathways into education, training and employment.

In addition to our direct delivery, we manage a range of strategic, region wide programmes which compliment our ethos of improving outcomes for young people through providing training, best practise and capacity building to cultural organisations and practitioners across the region. Our portfolio of activity in this area includes hosting the Arts Award Regional Agency, the Artsplan Training Centre for the East and more recently, the regional associate partner of the National Association of Youth Theatres. MusicLeader East Region is an exciting new area of work for us and we are seeking a dynamic leader to work with us to develop this new service, reach out across the region and maximise outcomes for MusicLeaders in the east.

MusicLeader is a key priority within Youth Music's 5 year strategy and although this initial contract is until March 2011, we are hopeful that the work will continue to be developed beyond.

The successful applicant will work from offices within The Garage although we expect the position to require significant travel across the region and remote working.

Application Information

Deadline for applications: 5pm Monday 15th March 2010

Interviews: will be held on the Wednesday 22nd March 2010 at The Garage

Application forms: Can be obtained through the Garage website (www.thegarage.org.uk) or requested by calling 01603 283382. Only applications on official Garage application forms will be considered. CV's and covering letters may be sent to accompany applications.

Please send completed applications to:

Darren Grice
Executive Director
The Garage
14 Chapelfield North
Norwich, Norfolk, NR2 1NY

Other sources of information:

About MusicLeader:

MusicLeader exists to raise the quality, value and impact of music leadership in the UK. Funded by Youth Music, MusicLeader is a unique national network which supports the development of the music leading workforce, equipping it with the knowledge and skills required by employers. MusicLeader provides support to any individual or organisation who is interested in delivering music making activities. It offers three core services:

- Information, advice and guidance
- Training and networking opportunities
- Online resources

MusicLeader also advocates for the importance of music leading and the need for investment in this area of work. Join the MusicLeader Network today and see the difference. Visit www.MusicLeader.net. Further research that has informed the development of MusicLeader in the east can be found in the development report, published by The Hub and available to download from The Garage website (www.thegarage.org.uk)



About The Garage:

More information about The Garage, including downloads about our other areas of work can be found at www.thegarage.org.uk.

For an informal conversation about the post, please contact:

Ellie Chapman
Interim Director
MusicLeader, East of England
T: 07917418560
E: Eleanor.Chapman@MusicLeader.net

or

Darren Grice
Executive Director
The Garage Trust
T: 01603 283370
E: Darren.grice@thegarage.org.uk

Job Description: MusicLeader East Region Director

Purpose of Role

The MusicLeader East Region Manager will drive forward the launch and development phase of MusicLeader East Region, strategically managing and effectively delivering a high quality programme.

Role and Responsibilities

Overview

- To develop and manage the three MusicLeader East services of information, advice and guidance; networking; and CPD opportunities and programmes for both new and experienced music leaders.
- To ensure that MusicLeader East adopts an evidence-based approach, drawing on the MusicLeader East research findings as outlined in the MusicLeader East England, Research and development report, published by the hub on June 2009 and our successful funding application to Youth Music.
- To oversee the recruitment of service delivery partners (organisations and/or individuals); to manage these partnerships on an ongoing basis; and to ensure a high standard of delivery, within contracted services provided on behalf of MusicLeader East.
- To ensure that MusicLeader East serves all sub-regions appropriately, and in accordance with identified need.
- To support the promotion of existing provision and commission appropriate programmes, which meet the needs of the music education sectors and their partners within the region, in line with the national MusicLeader strategy.
- To work closely partners and stakeholders in the region, to ensure that all MusicLeader East services are complementary to other regional provision, fill regional gaps in provision and respond to regional needs and emerging national trends.
- To ensure that MusicLeader East service users are in receipt of excellent customer care.
- To create, develop and manage relevant operating systems to ensure efficient delivery of the MusicLeader East service.
- To work with the National MusicLeader Management Group, to devise new products and services, develop common systems and procedures, share good practise and maximise the long term sustainability of MusicLeader.
- To review and validate Youth Music research and development report on MusicLeader East and ensure that is it embedded into the development of MusicLeader East
- To work to regional work plan, updating and developing where appropriate.

Staff management

- To oversee the recruitment, contracting and management of MusicLeader East freelance staff.
- To create and manage appropriate systems to develop MusicLeader East's capacity through continuing professional development.
- Line manage the Team Leader.

Financial management

- To ensure effective financial management of MusicLeader East programmes, according to the Garage's financial systems.
- To be responsible for effective financial management, ensuring delivery within budget in accordance with financial regulations operated by the lead organisation including all financial monitoring to Youth Music as outlined in the Conditions of Grant.
- To be aware of potential investment opportunities through other regional funding agencies, particularly the Learning and Skills Council, Regional Development Agency, Government Office from the region and Arts Council England Regional Office.
- To fundraise for MusicLeader East, and to meet the required minimum partnership funding as outlined in the MusicLeader East application to Youth Music.

Marketing, PR and Branding

- To work with specialists to develop a regional marketing and PR Strategy for MusicLeader East, complementing the national strategy.
- To oversee all marketing and PR activity for MusicLeader East.
- To ensure the branding for MusicLeader East is compliant with Youth Music guidelines.
- To oversee the regional web page content.
- To represent MusicLeader East for all Media and PR purposes.

Monitoring, Reporting and Evaluation

- To develop and manage appropriate monitoring and reporting systems, in accordance with Youth Music reporting requirements.
- To provide regular reports to the Garage Executive Director
- To provide verbal and written monitoring and evaluation reports to the steering group and funding bodies.
- To work with Youth Music with regard to any national evaluation of MusicLeader networks.
- To report to the MusicLeader East Steering group and the Garage Board where required on a quarterly basis, providing regular overall programme and financial updates.

Statutory and Legal Obligations

- To ensure that all aspects of the MusicLeader management and delivery are in compliance with national statutory and legal obligations, including child protection, health and safety and data protection.

Regional and National Relationships

- To establish and maintain relationships and partnerships with appropriate external agencies.
- To work closely with the regional Youth Music Action Zones, Music Services, Sing Up, Youth Music Open Programmes, other Youth Music programmes, community music orgs, training providers, conservatoires and other MusicLeader networks. Others may include
- To establish regional advisory groups and Steering Group
- To work closely with the National MusicLeader management group, MusicLeader East steering group and advisory group, as outlined in the Terms of Reference for these groups.
- To network within the youth music and workforce development sectors and to represent MusicLeader and MusicLeader East at local, regional and national events as appropriate.
- To advocate on behalf of MusicLeader in a local, regional and - where appropriate - national context.
- To contribute to the national debate on quality and practice within the youth music sector
- To liaise and work closely with Youth Music's National Coordinator of MusicLeader; MusicLeader Executive and Regional Executive Officers

Person Specification

| | Essential | Desirable |
|------------------------|---|---|
| Relevant Experience | <ul style="list-style-type: none"> • Project Management • Arts Education Experience • Personnel and performance management experience • Understanding of challenges in communities that face social, cultural, geographical and/or economic deprivation • Bid writing • Partnership building • Negotiating and influencing skills • Experience of marketing including building and maintaining a strong brand | <ul style="list-style-type: none"> • Senior Management experience • Experience of working with young people • Musical background • Understanding of and/or background in the voluntary sector |
| Education and Training | <ul style="list-style-type: none"> • Degree or equivalent | <ul style="list-style-type: none"> • Masters Degree • Professional musical experience and/or qualification |
| Personal Attributes | <ul style="list-style-type: none"> • Strong leadership qualities • Ability to think strategically • Excellent inter-personal & customer care skills • Ability to inspire • Team player • Self motivated with plenty of initiative • Enthusiastic • Well organized • Open and broad minded • Tact and diplomacy • Creative approach to problem solving • Commitment to improving opportunities for music practitioners | |

Continued overleaf.

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| <p>Knowledge and Skills</p> | <ul style="list-style-type: none"> • Accurate financial management skills including budgeting, forecasting and reporting. • Presentation skills • Excellent communication skills both written and oral. • Competent computer skills including knowledge of spreadsheets and word processing • Proficient in the use of the internet, email and digital communication technologies • Post 16 Learning and Skills Sector – local regional and national stakeholders, initiatives and funding and their impact and relevance to the youth music sector • Information, Advice and Guidance (IAG) – local, regional and national cultural sector with regard to models of practice for these services and relevant content to ensure MusicLeader service is complementary • Continuing Professional Development (CPD) – Local, regional and national CPD opportunities and needs within the cultural and creative industries • Youth music education sector – relevant developments in the sector which impact on youth music managers and practitioners • Government initiatives – awareness and understanding of impact government initiatives within the education, youth, regeneration, social inclusion and cultural sectors • Understanding of Equality and Diversity | <ul style="list-style-type: none"> • Internet and website experience • Experience of developing marketing campaigns • Computer skills in other relevant programmes e.g database etc • Knowledge of the East Region and key partners within the music education landscape |
| <p>Other</p> | <ul style="list-style-type: none"> • Ability to work on own initiative • Ability to work with partners and stakeholders • Ability to work effectively with young people • Sense of humour • Full driving licence • Ability and willingness to work flexible hours • An understanding of and commitment to the MusicLeader aims and objectives | |