

National Orchestra for All Programme Manager Job Description

Orchestras for All challenges disadvantage through music and gives 11-18 year olds the life-changing experience of making music together. We run three unique programmes all dedicated to achieving this goal:

- **National Orchestra for All (NOFA)** – a unique mixed ability youth orchestra comprising 100 young people from across the UK, who come together throughout a nine-month season to learn, create, rehearse and perform ensemble music.
- **Modulo Programme** – an innovative programme supporting under- resourced schools and community groups to run ensembles ('Modulos'), regardless of musical skill level or instruments available, and providing opportunities to perform together as large scale orchestras.
- **Conductors for Change** – a modular training programme for early-career music teachers and community music leaders to develop their conducting skills through face-to-face workshops with mixed ability ensembles and online courses.

Orchestras for All are looking for a **National Orchestra for All Programme Manager** to join our dynamic team on a part-time basis.

This is a crucial role within our organisation. With the support of the Senior Programme Manager, the NOFA Programme Manager leads on the complex logistical planning required in the months leading up to and during each nine-month NOFA season, beginning in July with the annual four-day Summer Course in Leeds. The role involves building strong relationships with hard-to-reach families and young people, supporting each NOFA member to overcome specific access barriers, ensuring their attendance at each event. The NOFA Programme Manager is also responsible for the budget management of the programme and, with support from research partners, carrying out the programme's impact measurement and evaluation, as set by the Orchestras for All evaluation framework.

The salary is £25,000 annually, paid pro rata based on a 2.5-day working week. We are flexible as to how the 2.5 days are worked across the week. The position is offered on a fixed term contract for twelve months (from May 2018 onwards) with a view to renew, funding permitting. The position will primarily be based at our office at Cecil Sharp House in Camden. The NOFA Programme Manager is expected to attend all NOFA events around the UK throughout the season.

Job Specification

Event planning and delivery

- Plan and deliver all logistical aspects of NOFA activities throughout the season, in particular the four-day Summer Course in July, two weekend Winter Sessions in November and December and the two-day Spring Course in April
- Work closely with the artistic team to deliver artistic content of NOFA season
- Act as main point of contact for all NOFA events for parents, staff and delivery partners
- Recruit and manage event staff and volunteers, including working with the Senior Programme Manager to deliver the one-day staff training course in July
- Manage the relationship with venues for the delivery of all NOFA events, and investigate and book venues for future events

- Work with the Head of Development and Communications on the marketing and PR for NOFA, including issuing press releases, designing print and online marketing materials and managing guest lists for events

Membership

- Manage the nomination process
- Manage correspondence with and act as main point of contact for parents, teachers and partner organisations throughout the nomination process
- Work with the programmes team to meet targets for nominations and continue to broaden intake of young musicians from a range of backgrounds and locations
- Maintain accurate records using records management systems (Salesforce)

Research and Evaluation

- With the support of the Senior Programme Manager and research partners, plan and deliver the NOFA-specific strands of the Orchestras for All evaluation framework, including administering surveys and research diaries and coordinating focus groups and interviews
- Carry out all necessary ethical requirements, including administering permission forms

Finance

- Ensure the NOFA budgets are kept up to date, providing data for the Executive Director on a regular basis and in support of funding applications where necessary
- With the support of the Senior Programme Manager, create draft budgets for future events
- Manage the invoicing process for event staff, delivery partners and venues

General duties

- Support the ongoing fundraising work, including in the development of case studies and provision of statistical data on NOFA membership
- Act as an ambassador for NOFA and Orchestras for All outside of the workplace
- Undertake any other duties appropriate to the role

Person Specification

Essential

- Proven track record in project management and planning and delivering successful events
- Outstanding written and oral communication skills
- Ability to build productive relationships with a wide range of partners, in particular with hard-to-reach parents
- Excellent strategic planning, record keeping and organisational skills
- Ability to manage multiple priorities, work to deadlines and respond well to pressure
- Good IT skills, in particular Microsoft Word and Excel (or equivalent)
- Experience of managing a budget
- Demonstrable interest in increasing access for young people in the arts

Desirable

- Experience of working with a youth music or arts organisation, particularly with a focus on young people usually excluded from arts opportunities
- Experience of planning and delivering research and evaluation projects
- Effective leadership skills with experience of recruiting and managing staff and volunteers
- Experience in or willingness to learn skills in desktop publishing, creation of marketing materials and use of social media

Application Process

Please send your **CV and one page covering letter** outlining why you would like to work for Orchestras for All to Stuart Burns (info@orchestrasforall.org).

Deadline for Applications: 5pm, Monday 2 April 2018

Proposed Start Date: Monday 7 May 2018

Interview Process: First Round: week commencing Monday 16 April 2018

Second Round: week commencing Monday 23 April 2018

Interested candidates are encouraged to come and meet the OFA team and see the work of the National Orchestra for All in action at the Spring Course finale concert – 4pm, Thursday 5 April at the Octagon Centre in Sheffield. The performance will also be live-streamed through our Facebook page at www.facebook.com/orchestrasforall. Tickets for the event can be ordered via our website.

Interviews will be held at Orchestras for All head office at Cecil Sharp House in Camden.

For any queries, contact Executive Director Stuart Burns at info@orchestrasforall.org or on 0207 267 4141.