

## Drum Works CIC – Managing Director (Maternity Cover) Application Pack

<b>Closing date</b>	12 noon, Wednesday 28 February 2024
<b>Interviews</b>	w/b 4 March 2024
<b>Contract</b>	<p>Full-time or part-time. This is a full-time role, but we are open to hearing from candidates interested in part-time or job-share opportunities. Flexible working patterns are available.</p> <p>This is a fixed term contract for 9 months from mid-April/early May 2024. There may be the option to extend for up to a further 3 months if mutually agreed.</p>
<b>Salary</b>	£40k-£48k FTE, depending on experience
<b>Location</b>	The Drum Works office is in the Barbican Centre. There is an expectation of at least one co-working day in the office each week, and flexibility to fulfil other office hours remotely if wished. The post holder must be available to attend sessions, events and meetings in central/east London on a regular basis.

We are looking for someone who is passionate about delivering high-quality, impactful music programmes with young people to lead on the operational aspects of Drum Works while our Managing Director is on maternity leave.

This role is being advertised alongside maternity cover for our Programme Manager, who will be on leave at a similar time. We are open to looking at different combinations of people to fulfil both roles, hence the flexibility around full-time/part-time contracts. For this reason, we would like to hear what skills and experience you can bring to the role, and what availability you have, even if you don't meet every single one of the criteria.

This application pack includes the following information:

- An overview of Drum Works and the Managing Director's role in the organisation
- Job Description
- Person Specification
- Terms & Conditions of Employment
- How to apply

For a confidential conversation about the role, our organisation or the application process, please get in touch and we will be happy to speak with you about it. You can contact us on 020 7382 5261 / [jenny.beer@drumworks.co.uk](mailto:jenny.beer@drumworks.co.uk).

## About Drum Works

Drum Works uses drumming as a tool to achieve positive outcomes for vulnerable young people in east London. Professional musicians deliver high-quality creative drumming sessions with around 600 people each week through our school, community and progression programmes. We collaborate with local partners to identify young people who will benefit most, often from low-income backgrounds, with low educational achievement and/or SEND, at high risk of exclusion or with behavioural, emotional and social difficulties. Our work is ostensibly focused on musical excellence, with participants drawing on influences that inspire them to create their own music. But our core objectives are to develop creativity, social interaction and collaboration skills that develop resilience and self-confidence in young people who typically struggle to access school curricula and extra-curricular activities. We commit to long-term relationships with participants, often from childhood into their early 20s, providing sustained pastoral guidance to support their wider lives beyond drumming. Participants consistently tell us it gives them a sense of belonging and improves their confidence and other transferable skills.

Formerly part of the Barbican Guildhall Creative Learning programme, Drum Works was established as an independent Community Interest Company in 2016 and is now a Barbican Artistic Associate.

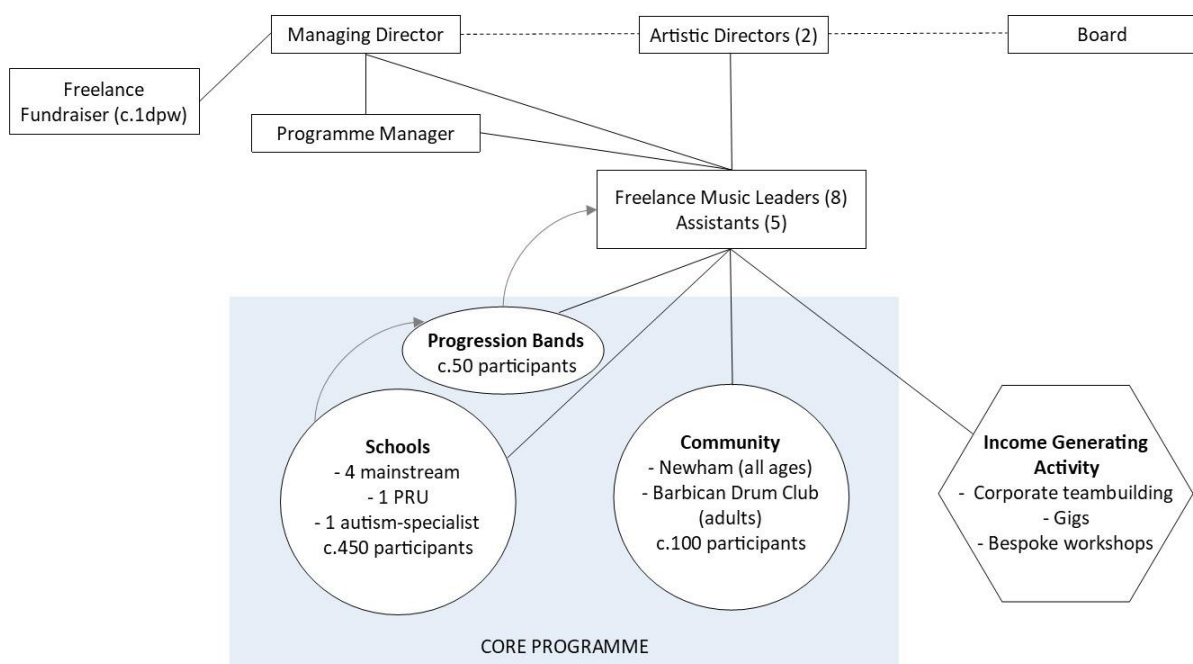
[This short film](#) gives a flavour of our work, and you can find out more on our website: [drumworks.co.uk](http://drumworks.co.uk).

## Purpose of Post

The Managing Director is responsible for delivering Drum Works' vision and programme. They will be a reflective, collaborative leader, working closely with the Artistic Directors, Board and wider team to maintain high standards of delivery and to maximise impact for the young people taking part. An entrepreneurial approach is essential; the post-holder will be responsible for meeting income-generation and fundraising targets to ensure the continuing success of our programme.

We are looking for someone who is passionate about delivering high-quality, impactful music programmes with young people. The role is full-time, but we are open to hearing from applicants who are interested in part-time or job-share opportunities. Our priority is to find someone who shares our core artistic and social values, can lead the organisation effectively, and is a good fit for our team.

## Drum Works Structure



## Job Description

### Programme Leadership

- Working collaboratively with the Artistic Directors to plan and oversee the delivery of our core programme.
- Leading the Drum Works team of management staff and freelance music leaders. Fostering an organisational culture that motivates team members and promotes openness and collaboration.
- Line-managing the Project Manager, who is responsible for the logistical delivery of all projects.
- Leading on the relationship with the Barbican Centre, where Drum Works is Artistic Associate.
- Fostering and stewarding good relationships with partners and other stakeholders, e.g. our partner schools, community organisations and commercial clients.
- Ensuring all external communications - including the website and social media - appropriately reflect our activity and promote our reputation.
- Addressing the training and development needs of the whole team.
- Ensuring that ongoing programme evaluation enables us to continually reflect on and improve our work.
- Proactively promoting Drum Works and being an advocate for our work.

### Fundraising & Income Generation

The Managing Director holds overall responsibility for overseeing fundraising and income generation. We have recently received a Youth Music grant enabling us to increase our fundraising capacity, and have hired a freelance fundraiser who will provide support with writing applications. The Managing Director will:

- Lead on our fundraising and income generation strategy, in liaison with the Board and freelance fundraiser.
- Work with the freelance fundraiser to ensure funds are raised from a range of sources, enabling our programme to be delivered as planned.
- Work with the freelance fundraiser to deliver strategic, large grant applications, e.g. to the Arts Council.
- Maximise income generation through commercial activity including performances, corporate teambuilding and bespoke workshops.
- Steward relationships with all funders/donors and ensure grant reporting requirements are met.

### Finance

- Financial planning, budgeting and managing cash flow.
- Keeping the Board up-to-date with our financial position, flagging any concerns immediately and taking appropriate action.
- Day-to-day financial management including book-keeping, invoice processing, and keeping detailed records of grant expenditure.
- Liaising with our accountants to ensure payroll is administered accurately.
- Liaising with our accountants regarding our accounts and quarterly VAT returns.

### Company Operations & Governance

- Working in collaboration with the Artistic Directors and Board to ensure the organisation operates effectively and efficiently.
- Planning quarterly board meetings in liaison with the Chair and Artistic Directors, producing board papers and circulating accurate minutes of the meetings.

- Planning regular meetings of the Finance & Income Generation and Governance & Risk Management subcommittees.
- Being the Designated Safeguarding Lead for Drum Works and reviewing our Safeguarding Policy & Procedures annually in line with best practice.
- Taking responsibility for risk management and overseeing risk assessments for all activity.
- General operational duties including meeting company filing deadlines; ensuring company policies & procedures are up-to-date; and renewing our Employers & Public Liability Insurance.

#### Other Duties

- Occasionally taking a hands-on role in the delivery of certain projects.
- Giving due regard to the health, safety and wellbeing of team members and yourself at all times.
- Actively promoting equality of opportunity in relation to the duties of the post.
- Undertaking any other duties that might reasonably be required.

### Person Specification

<b>Professional Experience &amp; Knowledge</b>	<b>Required</b>	<b>Desirable</b>
Strong leadership skills and a collaborative approach to leadership.	✓	
An understanding of the arts fundraising landscape.	✓	
Working knowledge of Safeguarding and an understanding of Duty of Care when working with young people, especially those with vulnerabilities.	✓	
Experience of managing people.	✓	
An understanding of evaluation and its role in project development.	✓	
Experience of planning and delivering arts learning programmes.		✓
Experience writing and stewarding successful grant funding applications.		✓

<b>Business Skills</b>	<b>Required</b>	<b>Desirable</b>
Exceptional organisational skills and ability to manage a varied workload with multiple competing deadlines.	✓	
Excellent interpersonal skills, and the ability to foster and steward relationships with partners, participants, funders and other stakeholders.	✓	
Excellent communication skills, and the ability to present to board members, partners and other stakeholders.	✓	
Experience managing complex budgets.	✓	
An entrepreneurial outlook and experience of delivering financial returns on investment.		✓
Experience balancing artistic requirements with commercial/income needs and managing cash flow.		✓

## Terms & Conditions of Employment

### Salary

The salary for this post is £40-£48k FTE depending on the experience of the successful candidate and the range of expertise they bring.

### Contract

Fixed term for 9 months from mid-April/early May 2024. There may be the option to extend for up to a further 3 months if mutually agreed. The role is full-time, but we are open to hearing from applicants who are interested in part-time or job-share opportunities.

### Hours of Work

Standard office hours are Monday-Friday, 10am-6pm, but a flexible working pattern is available. The post holder will be expected to work the hours necessary to carry out the duties of the position, which will regularly include out-of-office hours.

### Frequency and Method of Payment

Salaries are paid monthly to a Bank or Building Society Account on the 11th of each month.

### Annual Leave

There is an entitlement of 30 days annual holiday plus Bank Holidays. Annual leave will be calculated pro rata according to the length of employment.

### Pension

You will automatically be enrolled to Drum Works' pension scheme, contributing 5% of your pensionable pay to your pension. Drum Works will contribute 3%. If you wish to opt out, you can make a declaration in writing.

### DBS Check

Your appointment will be subject to an enhanced disclosure and barring service (DBS) check.

### Probationary Period

You will initially be employed on a six-week probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### Notice Period

Either party may give six weeks' notice after satisfactory completion of the probationary period.

## How to Apply

To apply for this post please send a CV and covering letter to [jenny.beer@drumworks.co.uk](mailto:jenny.beer@drumworks.co.uk). Your letter should outline your experience and tell us what you can bring to this role. We would appreciate it if you could also complete our [equal opportunities form](#) for internal monitoring purposes (this will be anonymised and will not be used as part of the shortlisting process).

Applications must be received no later than **12 noon on Wednesday 28 February 2024**.

If you have any questions about the role or the application process, please get in touch and we will be happy to speak with you about it. You can contact us on 020 7382 5261 / [jenny.beer@drumworks.co.uk](mailto:jenny.beer@drumworks.co.uk).