

Drum Works CIC – Programme Manager (Maternity Cover) Application Pack

Closing date	12 noon, Wednesday 6 March 2024
Interviews	w/b 11 March 2024
Contract	Full-time, but we are open to hearing from candidates interested in part-time opportunities. Flexible working patterns are available. This is a fixed term contract for 9 months from early May 2024. There may be the option to extend for up to a further 3 months if mutually agreed.
Salary	£29k-£34k FTE, depending on experience
Location	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 take over the logistical delivery of our projects for nine months from May 2024.

This role is being advertised alongside maternity cover for our Managing Director, 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 the hours of work.

This application pack includes the following information:

- An overview of Drum Works and Purpose of Post
- 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.

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.

Purpose of Post

The Programme Manager is responsible for the logistical delivery of Drum Works' core programme and other activities. They will be collaborative and flexible, working closely with team members and external partners to ensure the successful delivery of our projects. Excellent organisational skills are essential; the post-holder will be responsible for delivering multiple projects with tight deadlines.

Job Description

Programme Delivery

- Co-ordination and delivery of our schools, community and progression programmes. Liaising with project partners, music leaders, and participants (or their parents/carers) to schedule regular weekly sessions and other agreed activities throughout term-time.
- Recruitment of participants for our core programme e.g. through targeted publicity, taster sessions and signposting from local partners.
- Co-ordination and delivery of Drum Works performances. This includes:
 - Liaising with clients / event organisers / venues and drawing up event agreements.
 - Booking leaders, project assistants and chaperones as necessary.
 - Circulating information to participants and processing consent forms.
 - Arranging Performance Licences / Body of Persons Approval for performances when required.
 - Co-ordinating equipment transport.
- Logistical planning and delivery of other Drum Works activity, e.g. corporate teambuilding sessions, training, and bespoke workshops.
- Day-to-day management of our team of freelance music leaders and assistants: ensuring all sessions and performances are appropriately staffed, and arranging termly team meetings.
- On-the-ground event management of performances and other activity.
- Co-ordinating termly Youth Board meetings.
- Carrying out Risk Assessments for all activity.

- Co-ordinating programme evaluation and monitoring: collecting and processing a range of quantitative and qualitative data from all programme strands to help us reflect on and develop our work.
- Maintaining drumming equipment in good working order, co-ordinating repairs and ordering replacement equipment when needed. Ensuring earplugs are available to participants and staff at every Drum Works session.
- Fostering and maintaining good working relationships with participants, partners and other stakeholders, e.g. our partner schools, community organisations and commercial clients.

Communications

- Keeping our website up-to-date and posting regularly about our programme and activities on social media.
- Writing quarterly e-newsletters.

Administrative & Other Duties

- Ensuring all freelance music leaders working with young people have valid DBS checks and that their safeguarding training is up to date.
- Keeping the Drum Works calendar up to date.
- Keeping budget spreadsheets up to date and staying within agreed expenditure.
- General administrative support including responding to enquiries via the website, phone and email.
- Maintaining a safe environment for all young people participating in Drum Works, in accordance with Drum Works' Safeguarding Policy and Procedures for Working with Children
- Undertaking any other duties that may be reasonably requested.

Person Specification

	Required	Desirable
Experience of delivering participatory projects and events.	✓	
Experience of working with a range of partners, including schools, local community organisations and other arts organisations.	✓	
An understanding of the music education and wider arts learning landscape.	✓	
A working knowledge of Safeguarding, and an understanding of best practice when working with young people from a range of backgrounds and with a range of needs and vulnerabilities.	✓	
Good interpersonal and negotiation skills, and ability to communicate information clearly and appropriately for different audiences.	✓	
Excellent organisational and administrative skills with ability to manage and deliver multiple projects on tight timescales.	✓	
An understanding of evaluation and its role in project development.	✓	
Good IT skills including proficient use of Word, Excel, Outlook.	✓	
Ability to manage own workload and to work with minimal supervision.	✓	
Good standard of musicianship, and ability to support music leaders in drumming sessions.		✓
Marketing and promotion skills, including social media.		✓
Driving licence.		✓

Terms & Conditions of Employment

Salary

The salary for this post is £29-34k depending on the experience of the successful candidate.

Contract

Fixed term for 9 months from 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. 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 6 March 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.