



MODULO PROGRAMME MANAGER APPLICATION PACK

LOCATION: SHEFFIELD

Please note this document has been formatted to improve accessibility for some of our readers but do get in touch if you would like us to provide the application pack in another format.

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Introduction

Orchestras for All (OFA) believes that all young people should be able to access the life-changing experience of group music-making, whatever their circumstances. Our charity breaks down barriers to music-making – logistical, financial, geographical, personal and cultural – across the UK, with the overarching objectives that:

- Young people will have increased access to high-quality, consistent provision of ensemble music-making opportunities, and
- Young people will be better equipped with the life skills, confidence and self-awareness they need to fulfil their aspirations.

To achieve this, OFA has launched an ambitious five-year strategy focusing on three core programmes, working with around 500 young people annually:

1. National Orchestra for All (NOFA): the only completely free, inclusive, non-auditioned national youth orchestra in the UK, bringing together 100 young musicians from across the country.

2. Modulo: kickstarting a vibrant and inclusive culture of music-making across 35 maintained secondary schools and home schools nationwide, giving 11-18-year-olds the chance to form an ensemble at school before teaming up with others to perform as a large-scale orchestra.

3. Music Leadership Training (MLT): a series of virtual and in-person training sessions and webinars, supporting teachers and music leaders to develop the skills and confidence they need to run their own inclusive ensembles.



About the role

Orchestras for All seeks a Modulo Programme Manager based in Sheffield to support the charity in providing inclusive, accessible and high-quality music-making opportunities for young people in maintained secondary schools and home schools across the UK.

The successful applicant will lead on event planning and logistics management, engaging with artistic planning and delivery while instilling an exciting culture of music-making within school communities. They will work closely with OFA's team, Ambassadors and Youth Board to ensure seamless event delivery, supporting young people with limited access to music participation and upholding safeguarding policies and procedures throughout.

If you have an infectious passion for music-making, are keen to empower teachers and music leaders through high-quality musical resources and events, and have a proven track record in project management, we would love to hear from you!



Main responsibilities

Artistic planning and delivery

- Develop and implement creative plans with the Artistic Director and Head of Programmes and Partnerships.
- Working closely with OFA's composers and arrangers, oversee and deliver the production of inclusive arrangements and music bespoke to Modulo members' needs.
- Oversee the distribution of inclusive resources to participants via the Modulo Leaders' Hub.
- Collaborate with freelance artists, young people and team for course content planning.

Event planning and delivery

- Plan and oversee all logistics for Modulo activities – both in person and online – including contracts, staffing, risk assessments and schedules.

- Recruit and manage freelance staff and volunteers for events and activities.
- Collaborate with the wider team to plan and deliver staff briefings prior to events.
- Build and maintain relationships with secondary schools, music teachers and programme participants.
- Work with the Production Manager on all areas of stage management including hiring, purchasing and storage of equipment.
- Handle communication with all stakeholders, including teachers, venues and partners.
- Ensure adherence to safeguarding policies, with support from the Head of Programmes and Partnerships (also Designated Safeguarding Lead).
- Support the communications team with marketing requirements for Modulo.
- Oversee the creation of resources for events including registers, schedules and signage.



Membership and recruitment

- Manage the Modulo recruitment process.
- Plan and deliver welcome calls and online briefing events for teachers.
- Embody and promote OFA's values of inclusion, collaboration and ownership among Modulo musicians, teachers, schools and the wider staff team.
- Act as the main contact for teachers and partners.
- Collaborate with the team to meet target areas and diversify the intake of young musicians.
- Maintain accurate records in OFA's database (Excel and Salesforce) in line with GDPR and OFA's Privacy Policy.
- Update the Modulo Leaders' Hub throughout the season with support from the communications team.

Research and evaluation

- Plan and deliver the evaluation framework for Modulo, with support from OFA's Head of Programmes.
- Administer surveys, research diaries, and coordinate focus groups and interviews.
- Compile, clean and review data, presenting findings to the OFA team.
- Manage media permission forms.
- Contribute to funding applications and reports, including the annual Impact Report and quarterly reports for the Board of Trustees and Youth Board.

Finance

- Create draft budgets for future events with the Head of Programmes and liaise with the external accountant.

- Keep Modulo budgets updated including quarterly reconciliation and forecasting.
- Manage invoicing for event staff, partners and venues, ensuring everyone is paid promptly and accurately.

Equality, diversity and inclusion

- Promote and be committed to inclusion, diversity, equity and accessibility throughout all aspects of planning and delivery.

General duties

- Represent Modulo and Orchestras for All publicly at online and in-person events and conferences.
- Attend Youth Board meetings to report on activities and discuss ideas for the future.
- Support OFA's other programmes as and when required.
- Contribute to quarterly programme reports for Trustees with support from Head of Programmes and Partnerships.



Person specification

Essential qualities

We are looking for someone who is, first and foremost, excited and inspired by our work and has the potential as Programme Manager to manage Modulo passionately, creatively and joyfully, enabling us to break down barriers to music-making for even more young people.

We are keen for a wide range of individuals to apply for this role in terms of professional experience or background and are happy to consider applicants without direct work experience of every element of the main responsibilities outlined above.

Applicants are encouraged to draw upon experience they may have gained in voluntary work or in their own projects. There are, however, essential qualities we are looking for:

- Proven project management and event planning experience.
- Knowledge of music education landscape and curriculum to enable you to lead on delivery of a national programme.
- Excellent written and oral communication skills.
- Ability to build strong relationships with people from all walks of life – including young people, teachers and partner organisations, such as venues, conservatoires, music education hubs and multi-academy trusts.
- Strong strategic planning, scheduling and organisational skills.
- Ability to manage multiple priorities and work calmly under pressure, with excellent problem-solving skills.
- Proficient in Microsoft Word, Excel, Teams and Zoom.

- Passion for increasing arts access for young people.

Desirable qualities

- Budget management experience.
- Experience in evaluation and impact research.
- Experience with youth music or arts organisations, focusing on excluded young people.
- Experience working with young people with neurological differences and additional needs.
- Leadership skills with experience in recruiting and managing staff and volunteers.
- Ability to read music and practical musical experience for the creation of arrangements and sending music.
- Understanding of safeguarding responsibilities and experience adhering to safeguarding and child protection policies.

Terms

Hours: The Modulo Programme Manager will join our team on a full-time basis (37.5 hours per week). Our usual working hours are 09.30-18:00 with an hour lunch break. We are very open to discussing flexible working hours with the successful candidate.

Contract: Full-time, permanent contract

Salary: £30,000 per year. All travel, accommodation and subsistence (food and drink) for projects and away days are provided.

Location: Sheffield – flexible working from home (equipment will be provided), and in the Sheffield office. This will be the first role based in Sheffield where OFA will be relocating to in October 2024. We currently have other team members working in Cardiff, Cornwall, Glasgow, Gloucestershire, Hampshire, London, Sandwell and West Yorkshire.

Annual leave: 25 days’ annual leave, excluding bank holidays.

Training: One paid volunteer day annually, aimed to upskill you and the team.

Assistance: Access to employee assistance programme, with 24/7 GP and counselling service.

Reporting to: Head of Programmes and Partnerships

Probation: Three months

Notice period: Two months

Pension: 4% employer contribution



Application process

To apply, please complete the [application form](#) by 11.59pm on Thursday 12 September 2024.

If you would prefer to submit your application as an audio or video recording (a maximum length of five minutes), you may send your recording to recruitment@orchestrasforall.org – this can be done via [WeTransfer.com](https://www.wetransfer.com) or [Dropbox](https://www.dropbox.com) if the file is too large. No assessment of the production quality of audio or video recordings will be made.

How your application will be assessed by your ability to demonstrate the essential skills needed for the role as described above, including demonstrating any transferable skills.

Your name will only be given to the panel at interview stage. Any appointment will be subject to two references and an enhanced DBS

check, which will be paid for by Orchestras for All.

Recruitment timeline

- 11.59pm, Thursday 12 September 2024 – deadline for applying.
- Thursday 19 or Friday 20 September 2024 – first round interviews on Zoom.
- Friday 27 September 2024 – second round interview on Zoom/in person.



Equal opportunities

Equality

Orchestras for All is committed to ensuring equality for everyone. We encourage you to apply regardless of what your age, disability, caring responsibilities, gender, pregnancy and maternity, gender identity, marriage and civil partnership, race, religion or belief, or sexual orientation may be. We recruit by merit, based on fair and open competition.



Access

We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place. During the shortlisting process, all applications are anonymised: your name will only be given to the interview panel at the interview stage.

Diversity

We are an inclusive employer and know that diversity is crucial to the success of our work. It's hugely important that the young people we work with see themselves reflected in the staff leading our programmes. We also know that increasing the diversity of our team will mean that a wider range of views and experiences will impact our work, ultimately increasing the quality of what we're doing and ensuring that OFA is relevant and accessible to people from all backgrounds.

We are actively encouraging applications from those with similar backgrounds and lived experiences as those of the young people we work with. This includes people who identify as the following: Asylum seeker; Attends Pupil Referral Unit; Disabled; Economic deprivation; English as an additional language; Excluded from school; Experience racism; Homeless; Ill health; LGBTQIA+; Looked after; Mental health condition; Neurodivergent: including autism, ADHD, dyslexia, dyscalculia, tourettes; Refugee; Rurally isolated; Sensory impaired or sensitivity; Special Educational Needs; Traveller/Romany; was a Young Carer.

If you have any of the lived experience listed above or feel underrepresented in the arts sector for another reason that you're happy to share with us, you will automatically be invited to interview if you can demonstrate you meet the essential criteria for the job.

Any questions

To discuss the role, how your experience may be transferable to this role or to find out more about OFA, please email Ellie Dunachie, Head of Programmes and Partnerships at recruitment@orchestrasforall.org or call us on 0207 267 4141.

Thank you for taking your time to read this application pack – we look forward to hearing from you.

Contact

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