



**{ ORCHESTRAS
FOR ALL }**

HEAD OF PROGRAMMES AND PARTNERSHIPS APPLICATION PACK

LOCATION: UK-WIDE

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 benefits 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):** a 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 Head of Programmes and Partnerships to join the charity on a full-time basis, where you'll lead a dynamic team to shape, develop and deliver OFA's three innovative programmes. Are you passionate about ensuring all young people can benefit from making music together? Do you have a strategic vision and drive to create and oversee inspiring partnerships? If so, we want to hear from you!

You will be an advocate for OFA, attending external events and conferences as well as engaging with partners, donors and stakeholders, to collaborate and explore the benefits of building new partnerships as well as strengthening existing relationships. In addition, you will work closely with the Artistic Director and Head of Wellbeing to ensure that young people's voices and ideas are not only heard, but also at the heart of every OFA initiative. We would encourage you to apply if you:

- Are an inspirational leader;
- Have a passion for people and partnerships;
- Are eager to set high standards;
- Keen to streamline and evolve internal policies and procedures, and
- Are excited by the opportunity to empower young people within our programmes to gain greater responsibility in the charity.



Main responsibilities

Strategy and leadership

- Work with the Executive Director, Artistic Director and Head of Wellbeing on the strategic direction of OFA's programmes, ensuring young people's views, responsibilities and opinions are considered at every stage of our planning and delivery;
- Support the communications and fundraising areas of our work by streamlining our planning and delivery to be one cohesive plan;

- Line-manage the two Programme Managers and Operations Manager;
- Feed into the charity's annual impact report as well as policies (including but not limited to the safeguarding policy), and keeping up to date with the latest government safeguarding advice and guidance, and
- Promote and be committed to inclusion, diversity, equity and accessibility throughout our work, in line with OFA's guidelines and policy.

Programmes

- Overall responsibility for OFA's programmes, including implementing effective and efficient policies, processes and procedures, and overseeing planning, delivery and evaluation for each of OFA's programmes nationwide;
- Oversee planning and evaluation meetings in the lead up to and following on from all programmes activity;
- Work with the programmes team on booking venues and accommodation for future activity, exploring partnership opportunities where appropriate;
- Participate in quarterly meetings with the Board of Trustees, reporting on programmes and leading discussions to enable the board to support programme development, as well as attending finance, fundraising and Youth Board subcommittees, and
- Oversee effective financial management and monitoring of programmes budgets across all OFA programmes.

Research and evaluation

- With the Operations Manager, design and deliver impact evaluation strategy in line with the organisation's strategy, and
- With the Programmes Team, oversee collection and analysis of activity data to provide accurate reporting on programme impact, including contributing to data analysis for Arts Council England.

Safeguarding and wellbeing

- Act as Designated Safeguarding Lead for all OFA activity and line manage the Deputy Designated Safeguarding Leads (DDSLs);
- Lead on safeguarding training for all core and freelance staff through briefing new staff and volunteers and ensuring everyone understands, implements and adheres to Orchestras for All's safeguarding policy;
- Work alongside the Head of Wellbeing to oversee a strategy and delivery plan for wellbeing for young people throughout our programmes, ensuring it remains integrated into the charity's ethos, and
- Lead on safeguarding policy development and advise on updates in line with best practices and legal requirements.

Partnerships, fundraising and advocacy

- Attend conferences and events, connecting with skills people and partners to further develop our world, in order to represent the charity across youth, music and social justice sectors. This will be done in collaboration with the Executive Director and the young people we work with.
- Keep abreast of the latest government policies and sector discussions;

- Collaborate, build and maintain relationships with current and potential new external organisations and partners we work with, offering bespoke client care and well-planned stakeholder management, and
- Work with the Executive Director and Head of Fundraising to grow our list of existing donors, build relationships with key funders, deliver pitches, and write applications and reports on OFA's activity, alongside funders' plans and priorities.



Person specification

We are looking for someone who is, first and foremost, excited and inspired by our work.

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:

Essential qualities

- Outstanding verbal, written and listening communication skills with the ability to collaborate, pitch and build relationships with a wide variety of partners, stakeholders, funders and participants;
- Ability to work in partnership across a small team and collaborate with others, establishing positive and successful working relationships;
- Proven project management skills, with the ability to lead the programmes team on a day-to-day basis, alongside developing our future plans, processes, policies and procedures;
- Ability to manage multiple priorities, work to deadlines and respond well to pressure;
- Creative, critical and innovative thinker with the ability to think laterally and be solutions-focused;
- Willingness to learn and develop quickly;
- Ability to work independently and take initiative;
- Understanding or awareness of the landscape of music education in the UK;
- Understanding or awareness of the wide range of barriers affecting young people involved in OFA's programmes and a commitment to breaking these down;
- Firm believer in the value of participation in music-making and passionate about music education, young people and artistic innovation, and
- Committed to inclusion, diversity, equity and accessibility.

Desirable qualities

- Experience of managing a team, inspiring high performance and unlocking each team member's potential.

- Experience of creating, monitoring and updating budgets in line with financial policies and procedures
- Experience and knowledge of safeguarding young people and vulnerable adults aged 11-25
- Experience of impact evaluation – including using quantitative and qualitative data to measure success, share learnings and identify areas for improvement
- Experience in developing and drafting policies to ensure clarity, compliance and alignment with charity goals.

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.

Terms

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

Contract: Full-time, permanent contract.

Salary: £42,500 annual salary. All travel, accommodation and subsistence (food and drink) is provided as per our policy.

Location: Remote working from home (reasonable equipment will be provided). We currently have other team members

working in Cardiff, Cornwall, Glasgow, Gloucestershire, Hampshire, London, Sandwell, Sheffield 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: Executive Director

Direct reports: Programme managers, Operations Manager, Head of Wellbeing (freelance).

Probation: Six months.

Notice period: Three months (following probation period).

Pension: 4% employer contribution.



Application process

To apply, please complete the application form on our website by 10.00am on Thursday 28 November.

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

- 10.00am, 28 November 2024 – deadline to apply
- 6 December 2024 – first round interviews on Zoom
- 13 December 2024 – second round interviews on Zoom
- We can explore alternative dates should you be unavailable for these interview dates.



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, Tourette's; 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 Executive Director, Nick Thorne, at recruitment@orchestrasforall.org, or call us on 0114 492 0222.

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

Contact

Orchestras for All, Office 9, Shirley House, 31 Psalter Lane, Sheffield S11 8YL
info@orchestrasforall.org | orchestrasforall.org | 0114 492 0222
[@orchestrasforall](https://www.instagram.com/orchestrasforall)

