

Programme Manager

Permanent, 21 hrs per week (over 3-4 days, Mon-Thur)

APPLICATION PACK

June 2024

Dear Applicant,

Thank you for your interest in this role. This application pack contains:

- Job Advert
- Role Description
- Person Specification
- Equal Opportunities Form

To apply for this job, please supply:

- 1. A CV**
- 2. A Covering Letter or video recorded Personal Statement outlining:**
 - a. why you think you are suitable for the post
 - b. how you meet the person specification - providing practical examples from your work experience to demonstrate this
 - c. what you would bring to the role, and why you are interested in it

Your covering letter or personal video statement should be a maximum of 2 pages or 5 minutes in length.

- 1. A completed Equal Opportunities Form**

Applications are particularly welcome from people from cultural backgrounds representing the diversity of South London, reflecting our community's lived experience.

The closing date for completed applications is **5pm, 8 July 2024**. Successful applicants will be invited to take part in the final recruitment stage (incorporating a short informal interview and a practical exercise), which will be held on **18 July 2024**. Ideally, we are looking for someone who is able to start this role in early September or before.

Please return your CV, covering letter or video link, and equal opportunities form via email to recruitment@rawmusicmedia.co.uk.

If you would like an informal chat about the job, please get in touch with Sasha Leacock, Programme Director, Raw Material on sasha@rawmusicmedia.co.uk.

We look forward to receiving your application.

JOB ADVERT

Programme Manager

21 hrs per week (over 3 or 4 days, Mon - Thur)

£30K pro-rata

Raw Material Music and Media is a charity and Arts Council NPO 23-26. We are a Brixton-based creative music and tech centre for young people and adults, aged between 11-70 and at different stages and levels within their creative journey. Our programmes have a particular focus on people experiencing mental ill health and we work closely with SLAM NHS Trust as a referral partner.

We have a rare opportunity to join our team in a key strategic and operational role as Programme Manager. Working as part of a Collaborative, Responsive, Enterprising, Playful and Reflective team (Our Values!), you will lead and develop our projects and programmes with young people and adults for the South London communities we serve.

We believe that music and media, delivered in a socially and culturally relevant way, have the power to positively change and shape people's lives. Our purpose-built 3-story base in Brixton houses recording studios, a band rehearsal space, a production suite with top industry standard tech and software. Our work takes place mainly onsite with some community-based work in hospitals or at events.

This opportunity comes at a really exciting time for Raw Material. We are soon returning to our own building which by end of 2024 will be refurbished via a £1.1m capital fundraising campaign to improve our operational capabilities, and develop income generation opportunities and new facilities for the community, with a coworking offer and an increased hires and events programme.

You will be someone who:

- is passionate about creativity, inclusion and quality in a participatory context
- is committed to arts as a tool for development and wellbeing
- thrives in a busy, demanding but exciting working environment and is excited by the challenge of leading our programme systems, people and project management
- has at least 2 years of programme management expertise including monitoring and evaluation and reporting to funders.
- is exceptionally organised, energetic and a creative problem solver
- is looking for an exciting and purpose driven challenge

We would particularly like to encourage applicants from ethnically diverse backgrounds which reflect the communities we serve in South London. These communities are well represented within the current leadership and governance of the organisation. Raw takes a progressive approach to its operations with a fairly flat structure and commitment to collective leadership across the staff team.

Raw Material works with a diverse range of participants, and we are looking for someone who is committed to supporting us to achieve our mission to *'make a creative life a tangible reality'* for the communities we serve.

If you would like an informal chat about the job, please get in touch with Sasha Leacock, Programme Director, Raw Material on sasha@rawmusicmedia.co.uk

Closing Date: 5pm, 8 July 2024

Interviews: 18 July 2024

ROLE DESCRIPTION

Title: Programme Manager

Location: Temporary location at: St. Vincent's Community Centre, 2 Talma Road, Brixton SW2 1AS, and then at 2 Robsart Street, Brixton SW9 0DJ.

NB due to the nature of this post and the need to be on site, remote working is not offered unless in exceptional circumstances.

Reports to: Programme Director

Responsible for: Programme Coordinator, Freelance Staff and Volunteers

Contract: Permanent (subject to 3 month successful probationary period)

Hours of Work: 21 hrs per week over 3 or 4 days (Mon to Thur) to coincide with programme delivery days, and across normal operational hours of 10am – 6pm.

In addition, this role will be required to work 1-2 designated '*late start/late finish*' working days (i.e. working slightly beyond operational hours) - to be agreed. And will also include occasional evening and weekend working, for which a TOIL policy is operated.

Annual Leave: 22 days plus bank holidays pro-rata (mandatory leave 23-31 Dec)

Salary: **£30K pro rata**

Role Purpose:

To work with the Programme Director and other staff and team members to develop, manage, promote and deliver a high quality, inclusive, vibrant and diverse programme of music and media projects, courses and events.

This will include: leading on the planning, management and delivery of designated programme strands/projects from end-to-end, including budgeting, fundraising, risk management, evaluation, reporting and partnership development; overseeing workshop and event co-ordination and delivery, coordinating and supporting the work of freelance and volunteer staff; and establishing and maintaining effective relationships with key partner organisations, funders, trustees and service providers.

About Raw Material

Raw Material Music and Media is a charity and Arts Council NPO 23 - 26. We are a Brixton-based creative music and tech centre for young people and adults, aged between 11 – 70. Our specialism is using music as a tool for self-expression and to foster creativity, nurture talent and support mental wellbeing. Our programmes have a particular focus on people experiencing mental ill health and we work closely with the South London & Maudsley (SLAM) NHS Trust as a referral partner. Our mission is to '**make a creative life a tangible reality**' for the communities we serve.

We believe that music and media, delivered in a socially and culturally relevant way, have the power to positively change and shape people's lives. Our purpose-built 3-story base in Brixton (Robsart Street, SW9 0DJ), which houses recording studios, a band rehearsal space, a production suite with industry

standard technology and software, is undergoing a 6-month refurbishment, and we are currently operating from a temporary location in Brixton at the St. Vincent's Community Centre (Talma Road, SW2 1AS).

KEY DUTIES & RESPONSIBILITIES

Programme and Project Management

- Organise and work with the Programmes Team, freelance tutors and other staff (as required) to develop, plan, manage and evaluate a vibrant and diverse programme of projects, events and workshops that enable young people and adults to be creative with music and media, with a focus on creativity and wellbeing for people with profound mental health needs.
- Lead the ongoing development and management of Raw's Young Creatives Programme, taking responsibility for coordinating the planning and reporting requirements for the key funders involved.
- Work with the Programme Director to develop clear and robust systems for project management and support of freelance artist tutors, including recruiting, contracting and management of those staff.
- Work with the Insight and Impact Officer to develop workable systems for monitoring and evaluating programme impact, and reporting quantitative and qualitative data to Raw's various funders.
- Liaise with the Programme & Community Coordinator and freelance staff to oversee the practical arrangements needed to ensure the smooth and effective delivery of courses, projects and events, managing any issues that may arise.
- In conjunction with the Programme & Community Coordinator, oversee:
 - participant referrals and communication with referral partners (i.e. Care Coordinators, Support Workers, Social Prescribing Link Workers and mental health service partners), including providing/receiving updates/reports, raising any concerns and managing incidents.
 - coordination and management of volunteers.
- Coordinate and administer Raw's termly Programming Committees, including managing artist-facilitator call-outs, 'pitch' reviews/shortlisting and contracting, preparing committee information/presentations, and arranging any practical/technical set-up and support required.
- With members of the Programmes Team, co-produce regular showcase events at local music venues with participants three times a year, and in-house listening parties and sharing events.
- Work with team members and freelance tutors to identify and provide suitable progression routes for participants.
- Ensure safeguarding, risk assessment and health and safety practices are implemented for any activities on and off-site.

- Be responsible for briefing and supervising freelance artists tutors contracted to deliver creative projects, including undertaking observations, holding tutor planning and/or evaluation meetings, and supporting training and development needs to ensure their work is of high standard and adheres to Raw Material's policies and procedures.
- Identify and assist with the recruitment of new artists for Raw Material's freelancers pool.
- Build positive relationships with local communities, groups and organisations, in order to gain support for creative projects, which meet both Raw Material and our partners and communities needs.
- Seek and establish new programme partnerships and maintain positive relationships with existing partners and stakeholders, including managing expectations.
- Work closely with Raw's Marketing Coordinator to support publicity and marketing linked to the programme and project delivery.

Finance, Fundraising and Administration

- In conjunction with the Programme Director, fulfil grant obligations from funding bodies; meeting aims, objectives, monitoring, evaluation and report writing requirements.
- Create, manage and oversee programme and project finances, ensuring project budgets are within agreed expenditure limits.
- With the Insight and Impact Officer collect relevant monitoring and evaluation data for projects and programmes to report back to funders or for use in future programme planning, marketing and PR.
- Monitor incoming invoices from freelance staff and tutors, and ensure they are authorised and paid in a timely manner.
- Work as part of the wider team to support (or lead) fundraising for specific projects and contribute to fundraising efforts for the wider organisation.
- Take an entrepreneurial approach to new opportunities, connections and income generation for Raw.

Line Management

- Line manage the Programme & Community Coordinator including recruitment, supervisions/1:1s, appraisals, training, performance management and implementation of Raw's HR policies (e.g. sickness absence, disciplinary procedures).
- Contract, coordinate and oversee the work of freelance staff and tutors to ensure projects are delivered to a high standard.
- Organise induction, training and support for staff, freelancers and volunteers, as required.

General duties

- Be responsible for the health and safety of your own work and the health and safety of others. This includes ensuring all projects/activities/ events are conducted in a safe environment that promotes creativity.
- Alongside other staff be responsible for ensuring Raw Material's policies and procedures are adhered to and promote equal opportunities within the workplace by not acting in a prejudicial or discriminatory manner towards participants, volunteers, contracted staff and other colleagues, and counteract this behaviour if observed by challenging and reporting it.
- Work effectively and efficiently as a team member and participate in regular supervision, the supervision of others, and internal and external meetings, as appropriate.
- Undertake necessary administrative tasks conducive to this role, such as keeping effective filing systems, answering phone calls, emails and correspondence in a timely manner, typing reports, and complying with office management systems.
- Represent Raw Material at external meetings/events and advocate Raw Material's work and impact.
- Identify own training and undertake as necessary to ensure that the post holder is competent and well equipped to achieve the role outlined above.

The above list of duties is not exclusive or exhaustive and the post holder may be required to undertake additional tasks as may reasonably be expected within the scope of the role.

PERSON SPECIFICATION

Essential – a minimum of 2 years' solid experience in the following:

1. Successful programme /project management, ideally in an arts or community setting.
2. Monitoring and evaluating projects/programmes.
3. Fundraising and grant application and reporting to funders.
4. Contracting and managing freelance staff.
5. Excellent organisational and administration skills, including experienced use of Microsoft Office, Excel, Slack and Google drive.
6. Strong verbal and written communication skills, including ability to adapt for different audiences,
7. Creating, monitoring and managing tight budgets and expenditure.
8. Supporting vulnerable young people and/or adults, and the willingness to invest time in building a genuine rapport.
9. Good knowledge of contemporary music genres and the new music scene, with particular focus on South London.

10. Some technical competency in creative software packages and equipment, e.g. Adobe, Logic Pro, DJ Controllers.
11. Experience of managing relationships with a variety of external organisations and stakeholders, including project delivery partners.
12. Ability to think strategically and creatively, including the ability to identify new opportunities and follow up on them.
13. Ability to manage a complex workload with a variety of priorities and deadlines across multiple projects.
14. Ability to make decisions and work autonomously.
15. Understanding of and commitment to working within an equal opportunities framework.
16. Ability to work some weekends and evenings.

Desirable

1. Experience of staff/team management.
2. Good knowledge of health and safety and risk assessments.
3. Experience of marketing and publicising events.
4. Knowledge of the work of Raw Material.
5. Experience and training in working with people with mental health needs, an understanding of the services that support them, and awareness of the Mental Health Act.
6. Music/creative facilitation skills as a musician, producer, tutor or similar.

Thank you for your interest in the role and we look forward to receiving your application.