

A circular logo with a teal background. The text "Lewisham" is in a bold, sans-serif font, and "music" is in a smaller, lowercase, sans-serif font below it.

Lewisham  
music

The text "Join our team" is arranged in a circular path, following the curve of the circle. The text is white and in a sans-serif font.

Join our team

A close-up photograph of a man playing a saxophone. He is looking slightly to the left of the camera. The lighting is dramatic, with strong highlights on his face and the instrument, and deep shadows elsewhere. The background is dark.

# Job Description and Person Specification

<b>Job title</b>	Director of Community Programmes
<b>Work status</b>	<p>5 days /35 hours per week</p> <p><i>This will largely be within office hours, but occasional evening and weekend work is required for board meetings, site visits and events.</i></p>
<b>Location</b>	<p>Based at Lewisham Music, The Fellowship, First Floor, Randlesdown Road, London, SE6 3BT.</p> <p><i>Lewisham Music operates a flexible working policy. It is anticipated that 3 days a work will be working on site in the office, with an option to work from home 2 days per week.</i></p>
<b>Contract type</b>	<p>Permanent</p> <p><i>This post is subject to a 6-month probation period.</i></p>
<b>DBS</b>	<p>This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Lewisham Music is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and demonstrate this commitment.</p> <p>This role is exempt from the Rehabilitation of Offenders Act.</p>
<b>Salary</b>	£45,000-£48,000, depending on experience.
<b>Reports to</b>	Chief Executive

# About Lewisham Music

## Who are we?

Lewisham Music is an award-winning youth charity and a Principal Partner in South East London Music Hub. Working alongside local and national partners, we deliver and support a diverse range of musical opportunities in schools and communities across Lewisham.

## Our vision and mission

We want every child and young person in Lewisham to experience the power of music through accessible, inclusive programmes that inspire creativity and confidence. We believe music can unlock potential and build happier, healthier communities.

## Our values

**Young people-centered:** We prioritise the needs, abilities, and interests of young people, empowering them to actively shape their own musical journey.

**Community-driven:** We actively listen to the voices of young people, parents, carers, and communities, ensuring their input shapes the future of our programmes and the charity's direction.

**High-quality delivery:** We deliver high-quality, authentic learning experiences led by professional musicians and educators, ensuring every interaction is enriching and impactful.

**Inclusive and equitable access:** We are committed to breaking down barriers to participation, making music education accessible and equitable for all young people, regardless of background or circumstance.

**Celebrating diversity:** We honour and embrace the rich diversity of our community, respecting the identities, cultures, and unique perspectives of the young people we serve.

**Commitment to growth:** We are dedicated to ongoing learning and professional development, continuously evolving our offer to remain innovative and relevant.

**Sustainability:** We strive to ensure that our programmes are financially sustainable and deliver long-term impact. Additionally, we are dedicated to minimising the environmental footprint of our work.

## **Our work**

*Please see Appendix A.*

## **Staffing structure**

Lewisham Music employs around 70 Music Tutors. Alongside the Chief Executive there are 12 roles within the office team, comprising Coordinators, Producers, Managers, Leaders and Directors.

*You can find a staffing structure chart in Appendix B.*

## **South East London Music Hub**

Since 2012, Lewisham Music Service (and later Lewisham Music) has received direct funding from the Department for Education (DfE) and Arts Council England (ACE) to serve as the Lead Organisation for Lewisham Music Education Hub. In this role, we have overseen the delivery of the National Plan for Music Education (NPME) across the borough, working in partnership with other organisations.

The new NPME, [\*The power of music to change lives\*](#), outlined a desire by the DfE to reduce the number of Music Hubs in England from 116 to 43. As of 1st September 2024, Lewisham Music became a Principal Partner in the newly established South East London Music Hub, alongside Bexley Music (part of London South East Academies Trust), Bromley Youth Music Trust, Royal Greenwich Music Service (Royal Borough of Greenwich), Southwark Music (Southwark Council), and Lambeth Music Service (Lambeth Council). The broader hub network will include partner organisations such as Sound Connections, ABRSM (exam board), Trinity Laban, Kinetika Bloco, and many more.

While Lewisham Music remains an independent charity responsible for music provision and partnerships across the borough of Lewisham, it will collaborate with the other Principal Partners to oversee the strategic development of music education across South East London.

## **Finance**

Lewisham Music's annual turnover is £1.1-£1.2 million, comprising a mix of core funding from ACE/DfE, traded income from schools and parents, and other funding. In recent years, we have successfully diversified our income through both restricted and unrestricted funding from trusts, foundations, and corporations, as well as premises hire. This diversification has enabled us to expand our offerings and strengthen our

financial resilience, especially as our core Hub Grant funding has decreased in cash terms every year since we became an independent charity in 2017.

Lewisham Music is continuing to operate in a challenging financial climate and this role is a key contributor to the generation of external funding.

## **Partners**

We collaborate with an incredible network of 54 partner organisations each year. This includes local partners like Goldsmiths University of London and The Albany; regional and national partners like London Symphony Orchestra and Young Sounds UK, and referral and community partners like Phoenix Community Housing and Lewisham Virtual School.

You can find out more about our partners [here](#).

## **Additional reading**

We are currently undertaking a significant piece of work to review and refresh all policies and strategy documents as well as other information on the website. However, there is significant additional context about our work on [www.lewishammusic.org](http://www.lewishammusic.org).

The appendices to this document also include the following:

- Appendix A: Our work
- Appendix B: Staffing structure
- Appendix C: 'A year in numbers'.

# **Job overview and objectives**

The Director of Community Programmes is a key leadership position responsible for ensuring that Lewisham Music offers a diverse and quality music education offer across our communities. The postholder will be responsible for the strategic development of all out-of-school provision, including the Saturday Music Centre, after school groups, holiday courses and our programme at The Fellowship. They will also hold responsibility for overseeing our exciting programme of community events and partnership projects.

A significant focus of this role is working alongside the Chief Executive to fundraise from trusts, foundations and corporate sponsors to ensure that programmes are sustainable and can be developed to meet the changing needs of Lewisham's young people.

The Director of Community Programmes will line manage Lewisham Music's Community Music Coordinator, Community Programme Producer, Connect Programme Producer and Saturday Music Centre Manager. They will also work closely with Lewisham Music office and management staff, Music Tutors and trustees.

Partnership is key to Lewisham Music's work, and the Director of Community Programmes will work closely with key strategic and Hub partner organisations across Lewisham and beyond to ensure a joined-up approach to community music-making and progression opportunities.

They will also manage and develop relationships with a range of funders.

# Key responsibilities and duties

- Develop and oversee a diverse range of new and existing community-based programmes, ensuring high-quality delivery, cost-effectiveness, and measurable outcomes and impact.
- Secure and manage funding by leading on applications to trusts, foundations, corporations, and national funders, with support from the Chief Executive. Cultivate relationships with funders and actively contribute as a member of the PR and Fundraising Committee.
- Work with colleagues to support the effective and safe use of data. Develop policies, systems and processes which support operational efficiency.
- Foster strategic partnerships with local and national organisations to create a cohesive and dynamic borough-wide offer. Represent Lewisham Music at key local and regional strategy groups.
- Support workforce development by collaborating with the Schools Music Leader on tutor recruitment, mentoring, management, and Continuing Professional Development.
- Ensure equitable access by overseeing and developing bursary and subsidy schemes for young people facing challenging circumstances.

- Champion impact measurement by leading robust monitoring and evaluation practices to demonstrate outcomes and inform advocacy and strategic planning.
- Ensure the community offer compliments the programme in schools, and work with all colleagues to strategically develop the charity in response to emerging challenges and needs.
- Develop and implement strategies to engage diverse communities, address gaps in audience representation, and ensure equitable access to programmes, fostering a culture of inclusion and belonging for all.
- Oversee Lewisham Music's youth voice strategy. Ensuring young people's voices are heard and enabling young people to design, shape, and improve our activities and programmes.
- Promote safety and wellbeing as a Deputy Designated Safeguarding Lead, overseeing safeguarding measures, Health & Safety compliance, emergency procedures, and Child Licensing for out-of-school activities and performances.

# Person specification

## Qualifications

### Essential

- Evidence of Continuing Professional Development e.g. courses, training, or other qualifications, preferably in fundraising, community development, or a related field.

### Desirable

- Educated to degree level (or equivalent), preferably in community development, youth development, fundraising, or a related field.

## Experience and knowledge

### Essential

- Strong programme and project management skills, including the ability to consult, plan, monitor and evaluate.
- Proven track record of securing income through external funding from trusts, foundations, and national funders. Any experience in commissioned work, Corporate and Social Responsibility, or public giving would be welcomed.
- Evidence of fiscal competence and managing substantial budgets.
- Knowledge of Safeguarding principles and the statutory guidance on safeguarding children and safer recruitment.
- Evidence of effective partnership working at a strategic, organisational level.

- Confidence with IT systems and programmes.

### **Desirable**

- Experience of leading a team.
- Concert or event management experience.
- Experienced in promotional activity, including utilising social media.
- Experience of working in local government, educational, youth or arts/community environments.
- Experience in youth voice and co-production.
- Knowledge and understanding of Music Hubs and the National Plan for Music Education.
- A broad understanding of a range of musical genres and teaching and learning styles.

### **Skills and personal characteristics**

- An ability to be dynamic and to think creatively.
- A strategic thinker, capable of horizon-scanning and long-term planning.
- An innovative and resourceful networker and partnership developer.
- People-centered, with the ability to engage effectively with a diverse range of individuals.
- Community-minded, with strong social awareness.
- A strong commitment to the principles of Equity, Diversity, Inclusion, and social justice.
- An advocate and believer in the power of music to change lives
- Excellent communication skills, both written and oral.
- A commitment to self-reflection, lifelong learning and your own Continuing Professional Development.
- A growth mindset: a willingness to challenge, be challenged and accept new ideas and ways of working; a proactive individual who is always looking to develop themselves and push the charity forwards.
- Self-motivated with strong organisational skills and the ability to prioritise in the face of competing demands.

### **Please note**

- This job description and person specification will evolve over time.
- Lewisham Music operates with a small team, and if physically able, the Director of Community Programmes must be willing to actively contribute to various tasks, such as assisting with concert setups, organising rooms at the Fellowship, and occasionally covering evening activities when colleagues are on leave or unavailable due to illness.



# How to apply

Please fill in our online application form: [www.lewishammusic.org/docp](http://www.lewishammusic.org/docp)

## Deadline

9am Monday 13<sup>th</sup> January 2025.

## Interviews

Monday 20<sup>th</sup> January 2025 in-person at Lewisham Music's premises at The Fellowship, SE6 3BT.

## Informal chat

If you would like an informal conversation with the current Director of Community Programmes, Keith Sykes, please email [keith.sykes@lewishammusic.org](mailto:keith.sykes@lewishammusic.org)

# Equalities statement

Lewisham Music is committed to cultivating and preserving a culture of diversity and inclusion. We celebrate and value individual differences.

If you have a disability and need assistance, please let us know. We will provide reasonable adjustments to support you throughout the application and interview process.

We are committed to ensuring that our workplace is inclusive, accessible and equitable for everyone.

## Appendix A: Our work

What we do	We aim to...	We do this by offering...
<p><b>Learning &amp; skills</b></p>	<ul style="list-style-type: none"> <li>• Give every child and young person the opportunity to learn and make music</li> <li>• Support young musicians to explore their musicality by providing them with instruments and equipment</li> <li>• Offer young musicians the opportunity to progress their musical journey through opportunities in their community</li> <li>• Give young musicians the opportunity to make music with their peers</li> <li>• Learn about the 'building blocks of music' through musicality and music theory lessons</li> <li>• Provide inspirational performance opportunities for young musicians in venues across the borough and beyond.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Music Tutors in schools, SEND and alternative provision settings and community spaces</li> <li>• Individual, small group and whole class programmes</li> <li>• A wide variety of instrumental learning, covering everything from violin to clarinet and Djembe</li> <li>• Ensembles, choirs and bands in schools and the community covering a range of styles (rock, jazz, classical, Samba, R&amp;B and more)</li> <li>• Instrument hire</li> <li>• Access to musical resources including e-learning and music production software</li> <li>• Live events, gig and concerts</li> <li>• Vocal/singing tuition</li> <li>• Rap &amp; Lyricism tuition</li> <li>• Music Production programmes</li> <li>• Music Technology and Assistive Music Technology</li> <li>• Professional musical experiences with partner organisations</li> <li>• Access to musical exam opportunities supported by professional accompanists.</li> <li>• Creative holiday programmes like <a href="#">Lewisham Junior Orchestra</a>, <a href="#">Animate Orchestra</a> and <a href="#">Fellowship Music Collective</a>.</li> </ul>
<p><b>Community impact</b></p>	<ul style="list-style-type: none"> <li>• Prioritise equity of access to help children and young people overcome barriers</li> <li>• Put children and young people's needs, ideas and decisions at the heart of our work</li> <li>• Offer creative spaces where children and young people can</li> </ul>	<ul style="list-style-type: none"> <li>• Bursary programmes to make music education accessible for all families, including partnerships with <a href="#">London Music Fund</a> and <a href="#">Young Sounds UK Connect</a>, and mentoring and family support.</li> <li>• Co-production opportunities</li> <li>• Paid opportunities for Young Producers, allowing them to</li> </ul>

	<p>express themselves, socialise and explore through music</p> <ul style="list-style-type: none"> <li>• Support the development and progression of young musicians through support, advice and signposting</li> <li>• Celebrate the history and culture of our community</li> <li>• Use music to promote positive wellbeing and mental health.</li> </ul>	<p>research, advocate and produce content (such as the award-winning podcast <a href="#">Front Line Young Minds</a>)</p> <ul style="list-style-type: none"> <li>• The <a href="#">Music Connector</a> role, offering bespoke information advice and guidance to support families and young musicians in their musical journey</li> <li>• Place-based musical programmes which explore the history of our community</li> <li>• Mental-health programmes such as the award-winning <a href="#">Sonic Minds</a></li> <li>• Creative music programmes allowing people to create their own music and write songs individually and in groups.</li> </ul>
<p><b>Creative careers</b></p>	<ul style="list-style-type: none"> <li>• Mentor the next generation of creative professionals</li> <li>• Provide creative industry skills and training</li> <li>• Help young people in Lewisham overcome barriers to the creative industries</li> <li>• Broker access to voluntary and paid experiences in the creative industries</li> <li>• Improve visibility of jobs and other opportunities</li> <li>• Connect young people with inspiring professional role models.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Creative Futures</a> careers programme, funded by Merchant Taylors' Foundation, including mentoring, workshops and panel events, and work experience opportunities</li> <li>• Podcasting training, equipment and partnership opportunities</li> <li>• <a href="#">Radio Lewisham</a>, in partnership with Lewisham Young Mayor and Bloomsbury Radio</li> <li>• Bringing music industry professionals to talk about their work with local young people.</li> </ul>
<p><b>Sector support</b></p>	<ul style="list-style-type: none"> <li>• Work in partnership with organisations locally, regionally and nationally to maximise opportunities for young people</li> <li>• Support smaller organisations in the area to build capacity and create opportunities</li> <li>• Ensure a confident and skilled music education workforce in schools and community settings across the borough</li> </ul>	<ul style="list-style-type: none"> <li>• Continuing Professional Development and training for the music education workforce (Lewisham Music staff, school staff, partner organisations, freelancers)</li> <li>• Networking and Peer Learning for school staff</li> <li>• Professional advice, support and consultancy for school music coordinators, Heads of Music and Senior Leadership Teams</li> <li>• Partnership Forums with local organisations</li> </ul>

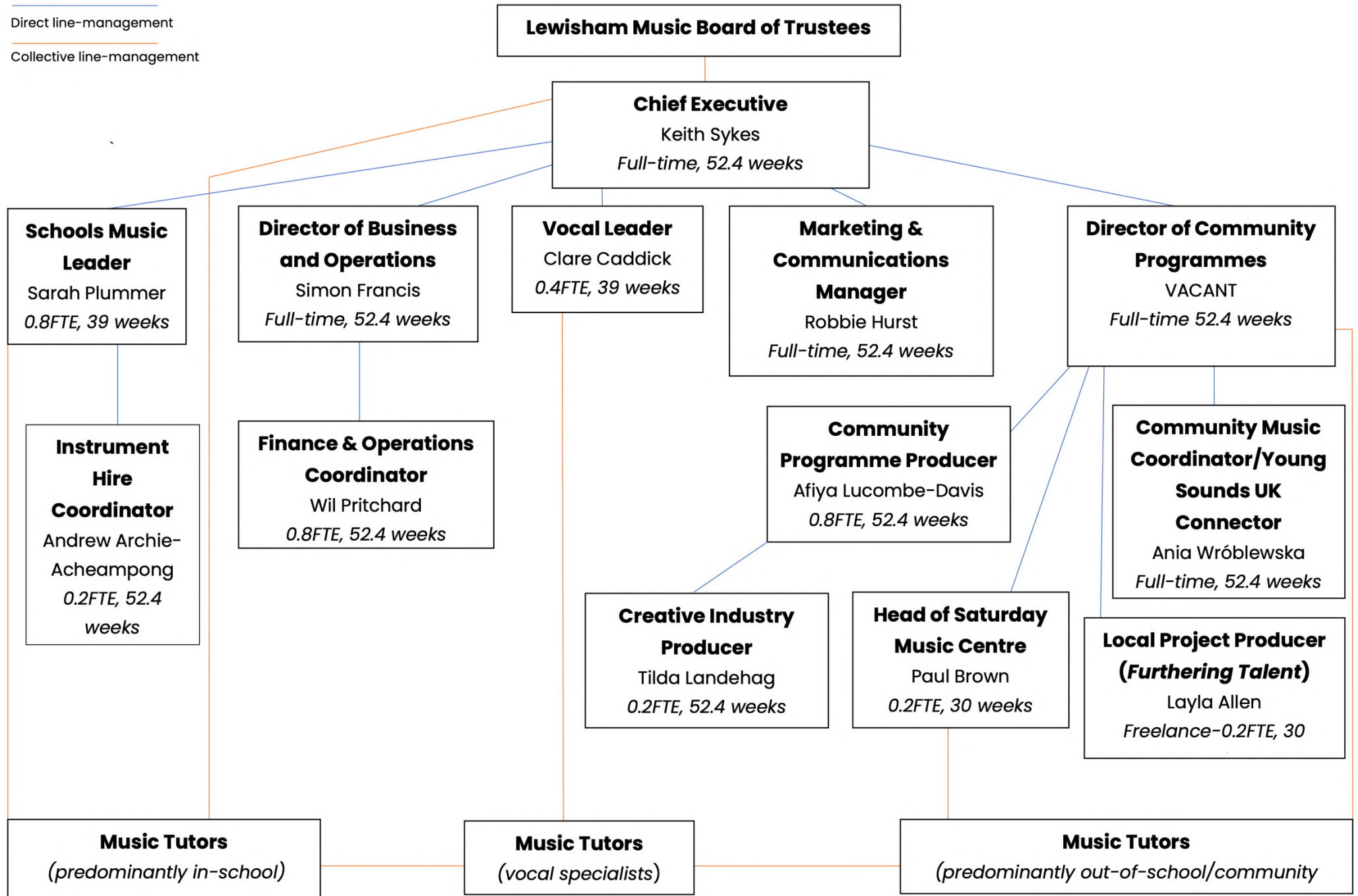
	<ul style="list-style-type: none"><li>• Provide a space for local organisations to work, offer training and engage with the community.</li></ul>	<ul style="list-style-type: none"><li>• Consultancy support for the music education and charity sector</li><li>• Capacity building for local arts organisations through advice and support</li><li>• Hire of our premises at <a href="#">The Fellowship</a> to local organisations, artists and schools</li><li>• Joint fundraising initiatives with partner organisations</li><li>• Hosting <a href="#">Resource for Autism's</a> Lewisham Autism Hub</li><li>• Hosting Merchant Taylors' Foundation's Community Investment Manager</li><li>• Hosting local charity <a href="#">Fairbeats!</a></li></ul>
--	--	---



# Appendix B: Staffing structure

Direct line-management

Collective line-management



# Appendix C: A year in numbers

2022-2023

# A year in numbers

### Children and young people

6700

Worked with over 6700 children and young people on a weekly basis.

### Partnerships

Worked with 54 partner organisations.

21 local (including Midi Music, Heart n Soul, and Goldsmiths University); 19 regional and national organisations (including London Philharmonic Orchestra, Royal Albert Hall and Tomorrow's Warriors) and 14 referral and community partners (including Youth First and Lewisham Local).

54

### Events

Delivered 25 performances involving around 2800 children and young people.

25

Youth

### Instruments

Loaned over 3000 instruments to children and young people.

3000

### Sector support

Delivered or supported 177 hours of Continuing Professional Development.

Supported 41 teachers through CPD, training, networking events and advice sessions.

Employed, trained and supported a music education workforce of 54 Music Tutors.

Delivered over 75 hours of creative industry skills training for local young people.

75

### Schools

Worked with 76 schools (89% of schools in the borough).

Delivered 188 programmes of regular music-making across 49 schools, totalling over 375 hours per week.

Supported 45 schools to develop their singing.

Supported 54 schools with professional advice, support and training.

76

375

### Awards

Won the 'Try Something New' Award at London Youth Awards 2022.

1

### In the community

Delivered 34 community music groups, bands, orchestras and choirs for children and young people.

Provided 700 young people with additional subsidies to support their learning progression.

Delivered over 600 hours of free music workshops.

Delivered over 1200 free individual music lessons to low-income families.

Co-created 300+ hours of targeted support for care experienced children and unaccompanied asylum-seeking children.

1200

### Local economy

Employed 66 people.

Brought in over £1.1 million in funding and income into the local economy.

Delivered 2 major programmes to support 18-30 year olds into the creative industries.

Over 200 hours of paid work for 4 young creatives.

£1.1 million

### SEND

Worked with all of Lewisham's special schools.

Delivered 300 hours of tuition in Lewisham special schools, including over 100 hours of 'Open Orchestra' sessions with Greenvale school.

In partnership with Live Music Now worked with 106 special school pupils and 45 special school staff.

300

let's make some music

A woman with curly hair is shown in profile, singing into a microphone. She is wearing a black tank top and patterned shorts. The background is dark, and the lighting is focused on her. The text "We look forward to hearing from you soon" is overlaid in white, bold, sans-serif font.

**We look  
forward to  
hearing from  
you soon**