



**Brent
Music
Academy**

Brent Music Academy Programme Manager Job Description

ROLE

Contract: Permanent part-time

Start date: ASAP

Salary: £30,000–£35,000 FTE depending on experience, pro rata at 40% (with a view to extending hours to 60% in subsequent years)

Reports to: BMA Director

Working hours: 2 days per week, including 30 term-time Saturdays per year, with flexible working possible for other aspects of the role.

Location: Saturday/project delivery takes place in locations in Brent, NW London. Office space is available at a local Brent school, with flexibility to include home working when possible within the duties of the role.

BRENT MUSIC ACADEMY

Brent Music Academy (BMA) is an exciting new charitable organisation providing accelerated music, performance and industry opportunities coupled with pastoral and financial support to eliminate barriers to the music industry for young people from diverse backgrounds in the London borough of Brent and surrounding areas. Initially devised by long-time partners the Royal Philharmonic Orchestra (RPO) and Brent Music Service (BMS), BMA will address identified gaps in the existing music industry pipeline, working closely with partner organisations (including RPO, BMS, Institute of Contemporary Music Performance, Brent Black Music Co-op, Brent Council and others), families and educators to identify young people displaying relevant aptitude or ability – regardless of background or prior achievement – and design supported pathways into professional training, performance, work experience and industry opportunities. From small and large mixed ensemble and creative music opportunities (Performance Pathway) to music business, production and administration training and project work (Industry Pathway), BMA will offer the highest quality experiences to talented young people from all genres/musical backgrounds, irrespective of socioeconomic or other barriers, with the aim of creating inclusive progression routes and pathways into the wider music industry.



The Institute
of Contemporary
Music Performa



PURPOSE OF POST

The Programme Manager will support the BMA Director and Head of Learning Pathways on the day-to-day delivery of programme activity, including liaising with families from the point of referral throughout their time with the Academy, organising venue hire and instrument/resource requirements, scheduling delivery teams, processing payments, and overseeing the creation and distribution of marketing assets, recruitment materials, and evaluation processes. The Programme Manager will also attend all delivery sessions on Saturdays, providing pastoral support to participants and staff, and contributing to the monitoring and collation of information related to individual student progress.

JOB OUTLINE

Student Recruitment Support

- Create and monitor online recruitment materials, including Google forms and other data collection processes.
- Disseminate recruitment materials widely to potential participants, including through partner organisations, public forums, and researching additional dissemination pathways to ensure a broad pool of referrals.
- Liaise regularly with the Academy Director with regards to recruitment progress, noting any teething issues or challenges during the initial recruitment phases of the organisation.
- In support of the Academy Director, initiate and maintain good working relationships with partner music and youth organisations in the borough, ensuring open dialogue around recruitment is maintained.

Participant Records/Liaison

- Maintain detailed records of all families in contact with the Academy, from recruitment through delivery phases.
- Communicate effectively and efficiently with Academy parents, including via phone and email correspondence.
- Provide on-the-day pastoral assistance to families and participants during delivery, acting as the first port of call for questions or concerns.
- Maintain clear Academy student records, collating information from all Academy staff in contact with individuals, including mentors, cohort leaders, and supporting musicians. Ensure student records are maintained to enable progression to be monitored and opportunities to be signposted.

Logistical Delivery

- Maintain the Academy schedule, booking activity facilitators and supporting musicians as required, and ensuring all delivery staff have the relevant information and materials to deliver high-quality sessions.
- Research and approach suitable delivery venues and make room or space bookings as required.

- Maintain positive working relationships with all venue contacts.
- In consultation with activity facilitators, ensure all required equipment, instruments or resources are available for delivery sessions.
- Monitor payment processes for all delivery staff, ensuring timely and accurate payment is undertaken and activities are delivered to budget.
- With support of the Academy Director, ensure all safeguarding and health & safety policies are set up and maintained throughout delivery.
- Attend sessions to provide on-the-day pastoral and project management support, including chaperoning young people at break times, facilitating movement from small to large group activities and moving relevant equipment/resources/instruments.

Safeguarding

- Be trained at Designated Safeguarding Officer level and work with the Academy Director/Designated Safeguarding Lead to support more complex child and adult protection concerns or decisions as required
- Process DBS checks for all musicians, contractors and staff as required
- Ensure Safeguarding, accessibility and Health & Safety considerations are taken into account at all stages of
- event planning and delivery
- Maintain the highest levels of professionalism in handling confidential data, information and disclosures from individuals, organisations and service users

General

- Participate in ongoing evaluation with the Brent Music Academy Steering Group, constructively contributing to the refinement of the programme model and structure to achieve best results.
- Respond to general enquiries by telephone, e-mail and letter
- Maintain office systems including filing, contact files, databases and financial spreadsheets
- Maintain up to date knowledge of music education policy and financial implications
- Participate in team and whole staff activities and training

PERSON SPECIFICATION

Essential

- Evidence of experience successfully working in an arts education project management capacity
- Ability to maintain clear and accurate computerised and manual records
- High levels of professionalism and discretion, particularly with regards to sensitive data
- Good organisational and time management skills
- Excellent IT skills with the ability to use the range of standard software packages
- A pro-active approach to work and problem-solving, and the ability to spot and deal with issues as they occur
- Excellent communication skills including working effectively with a variety of audiences including children, young people, parents, industry professionals, and stakeholders
- Strong team worker, with an ability to work in partnership with other key staff to deliver a high-quality product
- A commitment to diversity and inclusion
- This post includes lifting and carrying musical instruments and equipment up to 50 pounds.

Desirable

- Knowledge of one or more musical genres
- Knowledge of music production, including music technology
- Knowledge of musical instruments and materials
- Experience working in a youth environment, particularly ages 11-18
- Experience of safeguarding processes and child protection (training will be provided)

The position involves working with children and young people; therefore the appointment will be subject to an Enhanced Disclosure & Barring Service check.

We especially welcome applicants from backgrounds that are representative of communities within Brent and/or those who are currently underrepresented in the music industry.

www.brentmusicacademy.com/join-our-team