

16th October 2024

Programmes & Engagement Director (Maternity Leave Cover)



SUPPORTING
CONNECTING
INFLUENCING

Role purpose	To oversee Music Mark's role in supporting the music education sector, including leading on the charity's role as an Investment Principles Support Organisation for Arts Council England.
Salary and contract	A part-time, fixed-term contract with a salary £49,500 per year pro rata plus access to a staff training budget, working from home allowance and contributory pension. or A freelance contract with a fee of £37 per hour for approximately 28 hours per week from 6th January 2025 to 30th September 2025.
Hours	Approximately 28 hours per week which can be worked flexibly.
Location	Music Mark is a remote working team. Therefore, it is expected that this post will also be home based with regular online and/or face to face meetings with the rest of the Music Mark team. Live attendance at the Annual Conference is required and some travel to meetings and events UK-wide is expected. Travel expenses and a subsistence allowance is provided or can be invoiced as part of any freelance contract.
Reports to	CEO
Responsible for	Training & Events Manager Marketing & Communications Manager Research Manager

Introduction

The UK Association for Music Education – Music Mark is a membership organisation for the music education sector and a registered charity. Our vision is for accessible and excellent musical learning and engagement, inspiring and enriching the lives of all children and young people. We provide our membership with support, connect them with each other through training and events, and work hard to influence policy makers on their behalf.

In November 2022, Arts Council England confirmed that Music Mark would become one of its Investment Principles Support Organisations from April 2023 for three years. [You can read the CEO's blog about this here.](#) In early 2023, we appointed two new senior leadership roles, a Membership & Operations Director and a Programmes & Engagement Director, and subsequently completed the recruitment of a [full staff team](#) of 12 people by the autumn of 2023.

This role is being advertised to cover the Maternity Leave of our Programmes & Engagement Director from January 2025 initially up until 30th September 2025. It is possible, but not likely to be confirmed until early summer 2025, that the role might be extended for a further 3 months.

The position leads the Programmes & Engagement Team, consisting of Training & Events, Marketing & Communications and Research, overseeing the delivery of Music Mark's digital output. As Music Mark's key contact for our role as an Arts Council England Investment Principles Support Organisation, the role holder is responsible for timely reporting to both the Board of Trustees and Arts Council England in line with the

requirements of the funding. Alongside this, the successful candidate will be required to lead on the creation of new partnerships as well as continuing to work with current partners, both from within and outside the sector, to support Music Mark's strategic priorities.

As part of our commitment to Equity, Diversity and Inclusion, we aim to ensure a balance of representation and lived experience across our team of employees. The application process aims to ensure that no real or perceived barriers are in place for any candidate to apply and be considered for the role. Whilst there is an application form and subsequent process in place, potential candidates are free to request additional support or alternative methods of application at any stage in the process. Music Mark staff work from home and flexible working can be negotiated to support work/life balance.

This role is being advertised as either a fixed-term part-time contract or as a freelance opportunity.

Role Brief

Principal accountabilities:

- Lead on the Investment Principles Support Organisation relationship with Arts Council England including coordinating quarterly returns, relationship meetings and ad hoc communication.
- Lead on measuring the success and impact of Music Mark as a sector support organisation across the UK.
- Lead the development and delivery of Music Mark's programme of support to members.
- Lead on curating and delivering the flagship Annual Conference, including content, marketing and communications. Co-ordinate the work of officers on the Conference, particularly in the Training & Events and Marketing & Communications teams. Oversee on-the-day delivery at the venue.
- Oversee the Marketing & Communications team to shape and deliver on engagement and communications objectives.
- Ensure that all activity, marketing, communications, resources, events and training is complementary and fits with Music Mark's vision, mission, values and strategic priorities.
- Manage key strategic partnerships and relationships, among these ABRSM, Music Teachers' Association, Young Sounds UK, and Digital Innovation in Music Education.
- Research and engage in conversations with potential regional, national and international partners within music, education and more widely who can support Music Mark's activities and its work supporting, connecting and influencing on behalf of its membership.
- Oversee budgets for Training & Events and Marketing & Communications (managed on a day-to-day basis by the respective Managers) and ensure financial data is available for reporting to funders and the Board of Trustees.
- Support the Membership & Operations Director and Development Manager to develop funding and sponsorship proposals and partnerships.
- Fulfil all line management procedures according to Music Mark policies and ensure that direct reports who manage staff do the same.
- Ensure that access, equity, diversity and inclusion are central to all work undertaken by Music Mark, constantly challenging self, own team and colleagues to review work through these lenses.
- Deputise for the CEO as required, including at Regional Meetings, events and conferences.

This Role Profile is not intended to define all day-to-day tasks and responsibilities. The role holder will be expected to undertake other activities commensurate with the role.

Person Specification

Essential:

- Experience of working in or with a music education organisation.
- Understanding of and ability to articulate the value of music education, including within the wider, often changing, education context across the UK.
- Demonstrable experience of the strategic planning of projects and programmes which deliver on organisational objectives and engage target audiences.
- Understanding of the complex relationships involved in partnership working and their value, together with experience of developing and sustaining partnership relationships.
- Ability to understand and articulate lessons from research and data, to present these clearly in writing and orally and use them to inform future activity.
- Excellent written and verbal communication skills.
- Experience of monitoring budgets.
- Experience of creating and presenting activity reports.
- Proven leadership, people management, motivation and communication skills, with the ability to build, influence and lead effective teams and deliver through others.
- Ability to work effectively on own initiative and flexibly as part of a small team.
- Attention to detail and excellent organisational skills, with the ability to prioritise, multitask and work well under pressure.
- Ability to respond to challenge positively and with good humour.
- Intuitive and imaginative in finding solutions.
- Experience of software packages (Microsoft Office).

Desirable:

- Experience of line management.
- Events management experience.
- Marketing, communications and PR knowledge and experience.
- Knowledge and experience of working with a CRM and/or other data tools.

Although this role is primarily home-based, the role holder will be required to travel regularly to meetings and events throughout the UK. Expenses within the UK will be reimbursed.

Further Information

The role will ideally start on 6th January 2025 and run initially until 30th September 2025. It may be possible to arrange some additional handover days in December 2024 by mutual arrangement.

If engaged as an employee, the normal working week for this post will amount to 28 hours. Some flexibility of when the job is undertaken is possible and is likely to accommodate some events and meetings outside usual working hours, but it is expected that this role will be worked across the working week, ideally on a relatively set pattern agreed with the CEO.

The charity runs the NEST contributory pension scheme for all employees and holiday entitlement for full-time employees is 25 days per year, plus statutory bank holidays and an office closure between Christmas and New Year. A laptop and other resources will be provided for an employee where required.

If the appointment is made on a freelance basis, Music Mark will not cover holidays, sick leave or pay into a pension. The freelance fee reflects this difference in benefits. VAT registered freelancers will be able to add VAT onto the quoted fee.

How To Apply

Closing Date: 4th November 2024 at 17:00

Interviews: Week beginning 11th November 2024 online using Zoom

To apply, please send one of the following options to matthew.crisp@musicmark.org.uk:

- A written statement (approximately 1,000 words and no more than 2 A4 pages)

Or

- A video or audio file that explains why you are interested in this role and how you match the personal specification (approximately 5 minutes in length)

Applications will be reviewed anonymously by the selection panel consisting of the CEO and a Trustee. For Safer Recruitment purposes, an application form will be provided to collect additional information if a candidate is selected for interview.

All applicants will be informed of the outcome of their application by 8th November 2024.

Music Mark is an equal opportunities employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Should an applicant require additional support to apply, interview or accept the role, the charity will work hard to provide that support. Please contact matthew.crisp@musicmark.org.uk to discuss this further.