

Sound and Music

Please let us know if you would like this document in another format

Job Description

Title of Post:	Head of Education
Contract & hours:	Permanent contract, 0.8 Full Time Equivalent (4 days a week)
Location:	London (but postholder can work remotely from anywhere in the UK)
Salary:	£37,500-£41,000 pro rata, depending on experience
Reporting to:	Chief Executive
Created:	October 2021

1.	General Information	1
2.	About Sound and Music	2
3.	Key Responsibilities	3
4.	Special conditions of the post	5
5.	Selection Criteria	5
6.	How to apply.....	6
7.	Timeline, interview process and panellists	6

1. General Information

The Head of Education is a key leadership post within the organisation. The role encompasses responsibility for all aspects of the organisation's education work relating to children and young people. It also forms part of Sound and Music's senior management team, who under the leadership of the Chief Executive are responsible for overseeing the organisation's programme of activity, strategic development, external profile and a positive and productive organisational culture.

The postholder should have exceptional skills, networks and experience in music education including composing and musical creativity, in formal and informal contexts, across different genres, and at every educational stage for children and young people. They will need to have proven ability in working as part of a team to problem-solve, creating and nurturing internal and external relationships, and a demonstrable commitment to diversity and inclusion in their work to date.

Sound and Music has a highly regarded, well established education programme and the postholder will be passionate not only about ensuring high quality delivery but also its continuing improvement and evolution. Over the coming 3-5 years the Head of Education will drive forward some newer initiatives, including the development of an Alliance for Composing in Music Education (a commitment we made at the launch of the [Can Compose](#) report in November 2019); embedding the input of youth voice into our programmes; the expansion of Minute of Listening; and the further development of place-based partnerships via Go Compose. The postholder will also contribute to wider organisational development as we develop a business plan for 2023-26.

The broad remit of the role means that working collaboratively, building and nurturing teams and partnerships are essential.

Sound and Music is moving to a hybrid working model with a mix of in person and remote working, so we welcome applications from anywhere in the UK.

The post holder will support Sound and Music's commitment to equality, diversity, and inclusion, contributing to a culture of respect and collaboration in the organisation's internal and external activities.

2. About Sound and Music

Sound and Music is the national charity for new music. Our vision is to create a world where new music and sound prospers, transforming lives, challenging expectations and celebrating the work of its creators.

Our mission is to maximise the opportunities for people of all ages to create and enjoy new music.

Sound and Music has three overarching, interconnected and equally weighted aims that shape its activity:

- Artist development
- Public engagement
- Supporting children and young people to create their own music

The creative programme for Sound and Music makes a unique and distinctive contribution to the arts in the UK. We are a National Portfolio Organisation of Arts Council England. NPO funding is confirmed until March 2023, subject to submitting a business plan for 2022-23. We anticipate applying to NPO funding for beyond 2023 in the early part of 2022, so the post holder will have the opportunity to shape the future strategy of the organisation as we prepare a new business plan.

Sound and Music is an equal opportunities employer. We are committed to making recruitment and employment at Sound and Music inclusive and accessible. We particularly welcome applications from backgrounds that experience racism, and/or who are disabled or neurodiverse, to whom we will offer an interview if you meet the essential criteria for the role (see section 5).

www.soundandmusic.org

www.thesampler.org

www.britishmusiccollection.org.uk

www.minuteoflistening.org

<https://listenimaginecompose.com/>

3. Key Responsibilities

Leadership

- Strategic responsibility and accountability for Sound and Music's core aim ***Support children and young people to create their own music*** and all of its associated objectives, outcomes and outputs
- Shared accountability (with other senior management colleagues) for the successful delivery and review of the organisation's Business Plan
- Support the development of Sound and Music's reputation and national and international profile including through networking and representing Sound and Music at events including conferences, participation in public panel discussions and other types of public presentation; being an active and engaging ambassador for the organisation
- Lead the organisation's Education team. This team includes a 0.6 Education Co-ordinator, a paid intern (both line managed by the Head of Education) plus support from other Sound and Music team members. For specific projects these teams expand to include freelance composers, tutors and pastoral staff
- Nurture and build effective external partnerships

Strategy and planning

- Ensure strategies and processes are in place for Sound and Music's education work that lead to a high quality, diverse and balanced programme, and the delivery of live and digital creative outputs that support the organisation's strategic objectives
- Work with the Chief Executive and other senior management team members to monitor, evaluate and review KPIs, strategies and activity so as to maximise Sound and Music's impact. This includes reporting and presenting to the Board as required
- Work with the Head of Development to identify funding opportunities and prepare documents for key funders including Arts Council England
- Identify commercial opportunities for Sound and Music, including sponsorship and advertising; contribute to the development of an enhanced commercial mind set across the organisation including shared accountability for earned income targets
- Encourage an environment where creativity and innovation can flourish enabling new, imaginative ideas and insights which have the potential to make a significant impact on the music and education sectors
- Assess the reputational, financial, delivery and other risks associated with current and new projects and partnerships
- Empower, model, support and encourage cross-team working to realise the full creative possibilities of projects

Education Programme

- Lead the delivery, development and regular evaluation of Sound and Music's education programme, currently encompassing:
 - Alliance for Composing in Music Education (steering group and primary platform area)
 - Sound and Music Summer School
 - Go Compose
 - Minute of Listening
 - Listen Imagine Compose and Listen Imagine Compose Primary (in partnership with Birmingham City University and Birmingham Contemporary Music Group)
 - Young Voices (our youth advisory group)
 - New Music Labs
 - Other activity as developed
- Lead the identification, brokering and nurturing of appropriate partner and freelance relationships with regards to the delivery of the education programme
- Work closely with the Head of Digital and Audience Engagement to ensure that public outcomes and marketing are central to decision-making in the education programme
- Nurture relationships across the music and education sectors including strategic funders, cultural organisations including music education hubs, policymakers, key influencers and others relevant to the education programme and its national and international strategic context
- Ensure the strategic development of educational databases, contact lists and websites relating to the education programme, in line with wider organizational data and customer relationship management approaches
- Be the Designated Child Protection Officer for Sound and Music

Finance

- Contribute to creating and monitoring the overall organisation budget
- Work closely with the Chief Executive, Head of Development and Finance Manager to formulate financial strategy against specified budget areas, and to ensure that the education programme is sufficiently resourced, planned and delivered to budget
- Ensure close monitoring of income and expenditure for relevant budget lines and contribute to senior management team financial planning and review

Common responsibilities for all Sound and Music employees

- Be a creative contributor to the development of the organisation and its relationship to the sector
- Take a flexible approach to work and to be willing to undertake other duties as reasonably requested
- Be an active and positive advocate for Sound and Music on a day-to-day basis and at events (as required)
- Contribute to the organisation's understanding of equality, diversity and inclusion; its implications for the arts; and how it informs all the organisation's decision-making
- Ensure adherence (at all levels) to the organisation's required policies and procedures with particular reference to Employment Rights, Equal Opportunities, Data Protection and Privacy, and Health and Safety and other statutory requirements
- Lead by example by exemplifying the values of the organisation and adopting quality internal processes which adhere to agreed procedures and are compliant with good governance as set by the Board

- Feel ownership of the website and take responsibility for generating and servicing content where it relates to your area of work
- Provide excellent customer service in dealings with the public and Sound and Music's community
- Work in the best interests of artists, arts organisations and audiences throughout the country

4. Special conditions of the post

- Attendance at Sound and Music's Summer School, a 7-day residential course held in early August (time off in lieu is taken afterwards)
- Travel within the UK, as required by the role
- A willingness to represent the organisation internationally on an occasional basis
- Evening and weekend working to attend and network at events will be required (time off in lieu is taken afterwards)
- Satisfactory completion of an enhanced Disclosure and Barring Service check (if offered the role, and paid for by Sound and Music)

5. Selection Criteria

Applicants will be shortlisted and selected for interview on the basis of the following essential criteria:

- Commitment to Sound and Music's vision and mission
- Knowledge and experience of how music education is being delivered nationally across a range of genres and in a range of contexts, both in and out of school
- A track record in the planning and delivery of successful music education projects and events
- Knowledge, experience and insight into how music composing, across a range of different genres, is taught and learnt
- Knowledge of statutory and legal requirements relating to events and activities involving children and young people, including child protection
- Ability to identify and nurture productive partnerships and work collaboratively as part of a team
- Demonstrable commitment to Youth Voice
- Ability to lead and inspire a team that includes people reporting directly to you, people from other teams, and freelancers
- Experience of accessing funding and managing relationships with funders
- Proven commitment to equality, diversity and inclusion
- Experience of public presenting (for example to a Board, at a conference, or to a large group of young people)
- Ability to think strategically, laterally and creatively to support the work of Sound and Music
- A commitment to high quality, accurate communications and project delivery

Your application will be scored against these criteria and the highest scoring applications will be invited to interview. However, we recognise that many people have faced barriers to opportunity and experience due to racism, being disabled and/or neurodiverse or for socio-economic reasons. If this applies to you then there is a voluntary question in the application form for you to disclose this information, and if you meet the essential criteria then you will be invited to interview.

The selection panel will not see your personal details unless you are invited to interview.

6. How to apply

Please apply by completing this application form - <https://airtable.com/shre1ABUuD8PjibmK>.

There are no word count limits but please try to be as concise as possible – a maximum of 500 words per question as a guideline.

Please let us know if you would like to submit your application in another format.

The application form includes the following questions:

- What attracts you to this specific role and organisation, and why is this the right next step for you?
- Paying attention to the responsibilities of the role (section 3 of the job description), tell us about your experience to date (including transferable experience) working in music education, including any involvement in enabling children and young people to create their own music
- What, for you, are the major factors to consider in removing the barriers that many young people face in pursuing an interest in composing their own music? How might Sound and Music address these?
- If you were planning a major music education project with multiple partners, how would you ensure that it was high quality and successful? What have you learnt previously that would help you to do this?
- How have you championed equality, diversity and inclusion in your work or life to date? In the context of this role, why would it be important to you?
- What is your experience of supporting the fundraising efforts of an organisation, and where do you see opportunities for Sound and Music's education programme to access funding or generate revenue?
- How have you ensured that youth voice is an important part of the work you've done, and what changes have you made as a result of listening to the views of young people?

7. Timeline, interview process and panellists

Please check Sound and Music's [website](#) for the most up to date information about timings.

Monday 8 November 2021, noon – Deadline for applications

Wednesday 10 November, 5pm – Deadline for letting applicants know if shortlisted or not

Tuesday 16th November – First round interviews via Zoom

Friday 19th November – Second round interviews (via Zoom tbc)

For the first round, applications will be shortlisted and interviews held by Susanna Eastburn MBE (Chief Executive, Sound and Music) and Philip Flood (Director, Sound Connections).

A small number of applicants will be invited for a second interview which will be with Susanna together with two of Sound and Music's Trustees (Jo Thomas and Sam Palmer)

All applications will be treated in the strictest confidence.

If you are invited to interview, you will be asked to prepare a short presentation (without powerpoint or other software) sharing your perspectives on the key findings of Sound and Music's Can Compose report, and how you would like to take them forward.

If you have questions about the role or the process, please contact Wendy Attewell, Sound and Music's HR consultant, on wendy.attewell@soundandmusic.org.