

Head of Programmes

Job Pack

2024



Sound and Music



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

Sound and Music

Who are we?

Sound and Music is the national charity for new music.

We support anyone who wants to make music and sound to shape the modern world. We enable individuals to challenge expectations and discover their potential, and act as a friendly guide for those who want to listen deeper. Our work sustains more careers, progresses creativity and achieves greater equity across music in the UK.

We are guided by our Fair Access Principles, a code of best practice which ensures our work is open and inclusive for all.

Sound and Music is supported by Arts Council England and proud to be a National Youth Music Organisation.

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 2026.

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 page 14).

soundandmusic.org

britishmusiccollection.org.uk

minuteoflistening.org

"This is such an exciting time to join the Sound and Music team, as we embark on a new five-year business plan to take us up to 2028 when the organisation turns 20. If you're passionate about supporting the next generation of composers, shaping our developing artist offer and helping make the sector more open and accessible for composers at every stage of their creative journey, then I hope you will consider making an application."

- Dr Will Dutta, Chief Executive

Front image

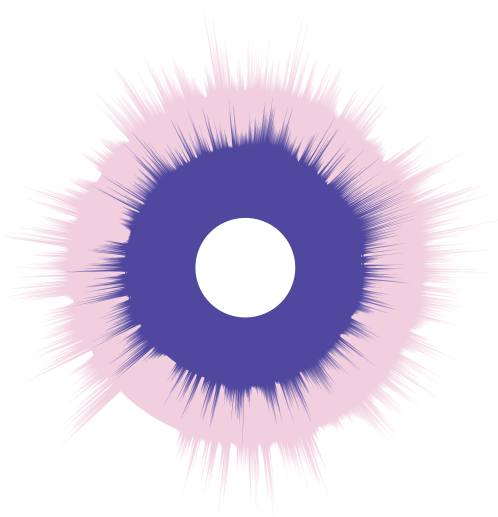
BULLYACHE
present TOM
© Genevieve Reeves,
2023

Right images

Top. BULLYACHE
present TOM
© Genevieve Reeves,
2023

Bottom left. Gwen
Sion AKA catHEAD
© Gwen Sion

Bottom right. Chris
Jacquin at the
Piaodrome
© Chris Scott



Bring the frontier of new music
and sound closer to every person

Sound and Music

Head of Programmes

Job Description

Title of Post:	Head of Programmes
Contract & hours:	Permanent contract, 1.0 (5 days a week)
Location:	London (but postholder can work remotely from anywhere in the UK)
Salary:	£45,000-£50,000, depending on experience
Reporting to:	Chief Executive
Deadline:	23:59, 14 April 2024
Interviews:	29 April – 2 May 2024
Created:	March 2024

General Information

The Head of Programmes is a key leadership post within the organisation. The role encompasses responsibility for all aspects of the organisation's activity relating to young composers and those aged 18 and over. 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 and/or supporting artists aged 18 and over to sustain careers in the music profession, demonstrating evidence of previous experience and ability to fill the gaps. This includes composing and musical creativity, in formal and informal contexts, across different genres, and at any educational stage for children and young people. Or this could include leading the recruitment, selection and programme of activity for anyone aged 18 and over working with music and sound. 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.

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

Sound and Music operates a hybrid working model with a mix of in person and remote working, so we welcome applications from anywhere in the UK. Our office is in London and the minimum requirement will be to attend one day per week.

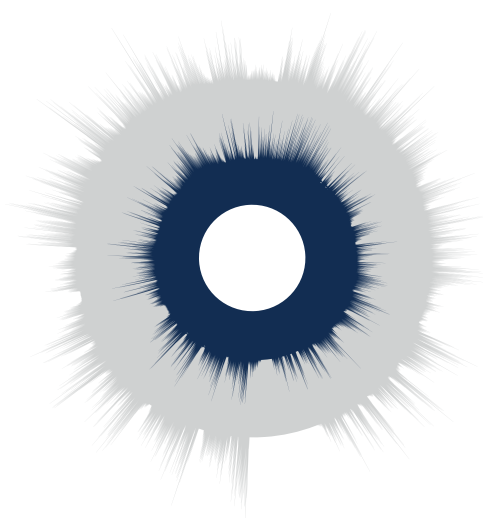
The post holder will support Sound and Music's commitment to equality, diversity, and inclusion, contributing to a culture of respect and collaboration in the organisation's internal and external activities.

Right images

Top. Chisara Agor presents *Nocturnal Sun* © DŽIUGINTA MAŽULYTĖ

Bottom left. Laura Mompelat © Saima Khalid

Bottom right. Fauzia Habib © Fauzia Habib



Supporting the next generation
of composers

Sound and Music

Key Responsibilities

Leadership and Management

- Internal leadership
 - o Shared strategic responsibility and accountability for Sound and Music's three core aims and their associated objectives, outcomes and outputs
 - o Shared accountability (with other senior management colleagues) for the successful delivery and implementation of the organisation's Business Plan
 - o Lead the organisation's Programmes team. The team includes three Creative Project Leaders (2.2FTE), one Executive and Programmes Coordinator, one Project Manager, In the Making (all line managed by the Head of Programmes) plus support from other Sound and Music team members. For specific projects these teams expand to include freelance composers, tutors and pastoral staff
- External leadership
 - o Support the development of Sound and Music's reputation and national and international profile including through networking and representing Sound and Music at public events; being an active and engaging ambassador for the organisation
 - o Be the Designated Safeguarding Lead for Sound and Music

Strategy and Planning

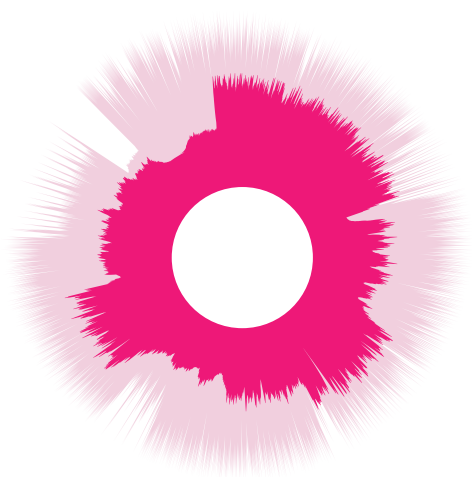
- Ensure strategies and processes are in place for Sound and Music's developing artists provision for young people and composers aged 18 and over that lead to a high quality, diverse and balanced programme, and the delivery of live and digital creative outputs that support the organisation's strategic objectives
- Work with the Chief Executive and other senior management team members to monitor, evaluate and review KPIs, strategies and activity to maximise Sound and Music's impact. This includes reporting and presenting to the Board and externally as required
- Work with the Head of External Engagement to identify funding opportunities, contribute and prepare documents and reports for key funders including Arts Council England
- Encourage an environment where creativity and innovation can flourish enabling new, imaginative ideas, intellectual property 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

Right images

Top. Holyseuss Fly
© Khali Ackford

Bottom left.
Elena Persaud
© Elena Persaud

Bottom right.
Danielle Kidd
© Mark Stimpson



More careers sustained
More creativity progressed
Greater equity achieved

Sound and Music

Programmes

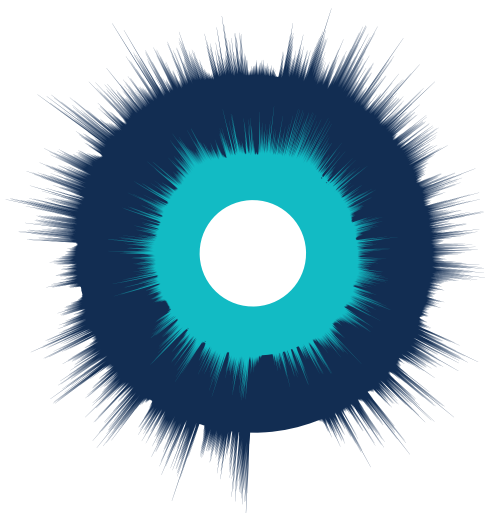
- Lead the delivery, development and regular evaluation of Sound and Music's programme, currently encompassing:
 - Major Programmes**
 - o In the Making
 - o In Motion
 - Supporting programmes**
 - o Essentials Awards
 - o ISCM (International Society for Contemporary Music)
 - o New Music Labs
 - o Other activity as developed
 - Platforms**
 - o Minute of Listening
- Lead the rotation, brokering and engagement of Sound and Music's advisory groups, currently encompassing:
 - o Composer Advisory Group
 - o Young Voices (our youth advisory group)
 - o Digital Advisory Group
- Lead the identification, brokering and nurturing of relevant sector networks, currently encompassing:
 - o Northern Jazz Development Forum
 - o NYMO (National Youth Music Organisations)
 - o PRSF Talent Development Network
- Lead the identification, brokering and nurturing of appropriate partner and freelance relationships with regards to the delivery of the programme
- Nurture relationships across the music and education sectors including strategic funders, cultural organisations including, talent development partners, music education hubs, policymakers, key influencers, and others relevant to the programme and its national and international strategic context
- Work closely with the Head of External Engagement to ensure that public outcomes and marketing are central to decision-making in the programme
- Ensure the strategic development of educational, composer and composer alumni databases, contact lists and websites relating to the programme, in line with wider organisational data and customer relationship management approaches

Right images

Top. Mathis Saunier
© Coralie Degeneve

Bottom left.
Tara Lily Klein
© Patrick Young

Bottom right.
Rylan Gleave
© Rylan Gleave



Transform artists' ways of making
music and sound

Sound and Music

Finance

- Contribute to creating and monitoring the overall organisation budget
- Work closely with the Chief Executive, Head of External Engagement and Finance Manager to formulate financial strategy against specified budget areas, and to ensure that the programme activity 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

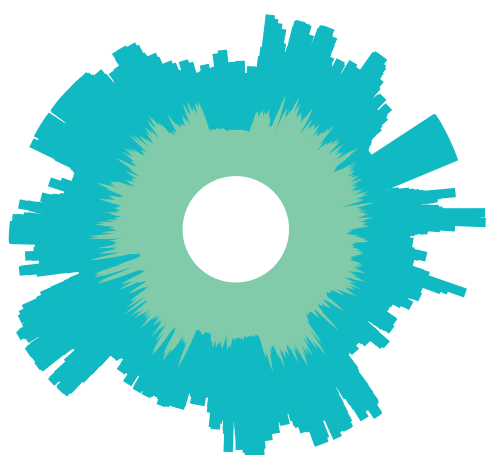
- Be a creative contributor to the development of the organisation and its relationship to the sector
- Be an active and positive advocate for Sound and Music on a day-to-day basis and at events (as required)
- Work in the best interests of artists, arts organisations and audiences throughout the country
- Working practices:
 - o Take a flexible approach to work and to be willing to undertake other duties as reasonably requested
 - o 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
 - o 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
 - o Provide excellent customer service in dealings with the public and Sound and Music's community
 - o Feel ownership of the website and take responsibility for generating and servicing content where it relates to your area of work
- 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

Right images

Top.
Georgie Buchanan
© Ruta Puzaite

Bottom left.
Alice Boyd at Eden
Project
© James Stier

Bottom right.
Sonia Allori
© Minttumaari
Mantynen



Develop artists' application of
creativity in new contexts

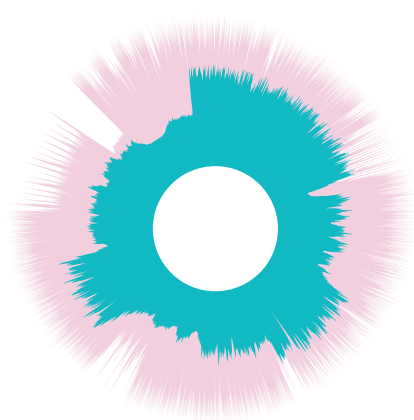
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Special conditions for the role

- 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)

Right images

All.
Composition
Summer School
© Sound and Music



Activate people's creative listening
and composing skills

Sound and Music

Candidate Profile

Essential

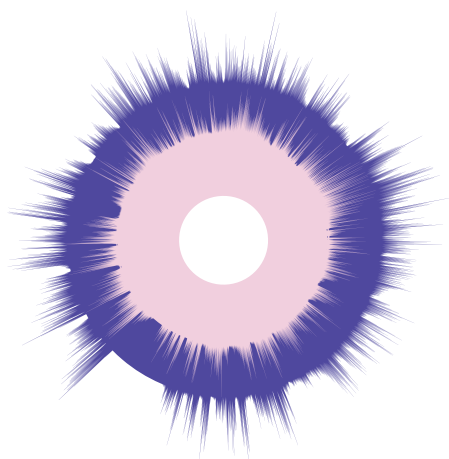
- A demonstrable commitment to Sound and Music's vision, mission and values
- Leadership:
 - o A track record of leadership, including leading the artist development provision, music education or creative programming in an organisation
 - o Excellent team leadership skills, with high emotional intelligence and generosity, a genuine enthusiasm for encouraging the input and ideas of others
 - o Strong budgeting and financial planning skills, and the ability to work collaboratively on this
- Artist development:
 - o Knowledge and experience of how music training and education is being delivered nationally across a range of genres and in a range of contexts, both in and out of school, further and higher education
 - o Experience leading programmes that help adults and/or young people from diverse backgrounds to fulfil their potential
 - o A track record in the planning and delivery of successful music and music education projects and events
 - o Knowledge of statutory and legal requirements relating to events and activities involving children and young people, including safeguarding children and child protection
 - o Demonstrable commitment to championing Youth Voice
 - o Proven commitment to equality, diversity and inclusion
 - o A commitment to high quality, accurate communications and project delivery
- Collaboration:
 - o Ability to identify and nurture productive partnerships and work collaboratively as part of a team
 - o Ability to lead and inspire a team that includes people reporting directly to you, people from other teams, and freelancers
 - o Ability to think strategically, laterally and creatively to support the work of Sound and Music
- Communication:
 - o Excellent communication and interpersonal skills: able to engage confidently with different audiences and areas of the sector both publicly and on a 1:1 basis
 - o Strong presentation skills to a wide range of audiences (for example to a Board, at a conference, or to a large group of young people)

Right images

Top. Fauzia Habib
© Fauzia Habib

Bottom left.
Ben Middle
© Ben Middle

Bottom right.
Thomas Harris
© Thomas Harris



Back cultures of new music
Advance creativity
Remove barriers

Sound and Music

Desirable

- Understanding of the current political, economic, social and technological climate, including the context for culture and public funding and an active engagement with technological developments in creativity
- Experience of increasing brand profile, developing brand awareness, and expanding audiences for a specialist product or service
- Experience of accessing funding and managing relationships with funders
- Experience of developing commercial partnerships

If you feel you have just some of the required skills and experience but meet the person specification, we would still encourage you to apply; we are very open to continuing the training and development of individuals who are self motivated to acquire new skills and knowledge relevant to the role.

How to apply

If you are interested in working with us, please apply by completing the [application form via Airtable](#).

If you need this form in another format, email
Grace Bailey: grace.bailey@soundandmusic.org

For any other questions, please contact Cathy McCosker and Jo Bates
at Reality HR: cathy.mccosker@realityhr.co.uk , batesjo@realityhr.co.uk

What happens next	By when
Deadline for applications	23:59, 14 April
Shortlisted applicants invited to interview	22 April
Interviews	29 April – 2 May

Right images

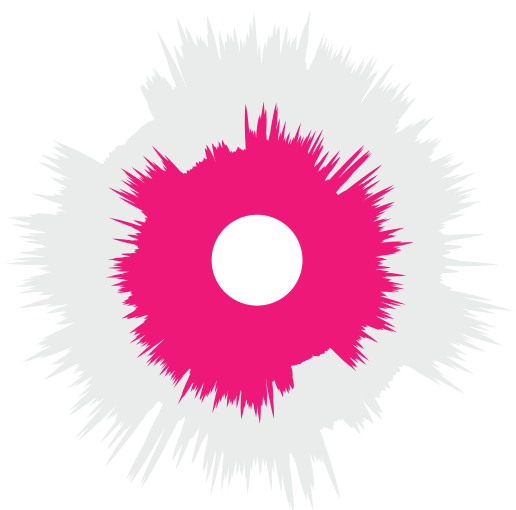
Top.
Chisara Agor
presents
Nocturnal Sun
© DŽIUGINTA
MAŽULYTĖ

Bottom left.
Phoebe Mallinson
© Maria
Kalinowska

Bottom right.
BULLYACHE
present *TOM*
© Genevieve
Reeves, 2023

Back image

BULLYACHE
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**A base camp for anyone who wants
to make music and sound to shape
the modern world**

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If you have any questions, please contact us at: info@soundandmusic.org

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