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OLYMPIAS

Music
foundation

OLYMPIAS MUSIC FOUNDATION

Programmes Manager

Job Pack

Olympias Music Foundation is a charity registered in England
and Wales (no. 1194413)

About OMF

Olympias Music Foundation is the **only organisation in Manchester providing free, sustained, high- quality musical opportunities to children from low-income families and diverse backgrounds**. Since 2015, **we have delivered 16,000+ free music lessons** to children in Manchester, engaging hundreds more children and adults through choirs, workshops, and performances. Our vision is that **every child in Manchester has access to a high-quality music education** and that, through our work, **communities are supported and thriving**.



We are **proud to have received several regional and national awards** for our work, including the The King's Award for Voluntary Service 2023, Creativity in the Community Prize (Be Proud Awards 2019), Promotion of Equality and Diversity Prize (Manchester Culture Award 2018), and Grassroots Champion Award (Community Integration Awards 2017).

We have ambitious plans – we aim to provide weekly lessons to 250 children by 2026 and, in doing so, significantly change the demographic make-up of performers and music audiences in Manchester over the next 10 years.

About the role

Job title: Programmes Manager

Location: Manchester & remote

Contract: Permanent – part-time (32 hours per week, flexible working)

Salary: £32,000–37,000 pro rata, dependent on experience



We are seeking a **dynamic and highly organised Programmes Manager** to oversee the delivery of OMF's community music programmes. Although some on-site working is required (minimum 1 evening per week from 4:30–8pm at Dean Trust Ardwick school in Manchester during term time), **the role is flexible and we are happy to accommodate preferred working patterns** for the right candidate. The successful candidate will be joining a **small but mission-driven team**, and work on the frontline of the OMF to **bring music to communities** and to **manifest positive lasting change** in the music sector in Manchester.

Programmes Manager – job description

This is a key organisational role, responsible for the smooth delivery of OMF's free weekly music programmes including:

- Instrumental lessons for 125 children as part of our **Learn to Play** programme at Dean Trust Ardwick secondary school (increasing to 165 in September 2024)
- **Children's and Parent Orchestras** rehearsals at Manchester Museum
- **Composers' Club** for ages 8-12 at Contact Theatre
- **Children's Voices, Youth Voices, Dean Trust Ardwick and Voices of Hope choirs** at the Nazarene Community Church in Longsight
- **Feel the Beat SEND music workshops** for 120 children with additional needs at St John Vianney and Rodney House SEND schools



The successful candidate will be responsible for **creating and coordinating timetables** for all teaching staff and participants, as well as **maintaining internal processes and records**. The candidate will be supported by a Programmes and Finance Administrator, and Programmes and Finance Assistant for whom they will have **line management responsibility**. The successful candidate will also work alongside the Chief Executive and Development Director to **evaluate the impact of OMF's programmes**. Though not essential, **application writing experience is highly valued**.

As this is a **flexible role**, we are happy to discuss the successful candidate's **preferred work patterns** and to support the individual to complete administrative **work from our offices at Manchester Museum or from home** as they wish.

The role requires an individual who can **work on their own initiative**, has **excellent problem-solving skills** and a **detail-oriented mindset**, as well as a **flexible and positive attitude**. As this individual's role is outward facing, they will also need to be **compassionate, approachable, and a good communicator** – able to build rapport with a diverse range of people including children, families, teachers, and external organisations.





Programmes Manager – role profile

What does the day-to-day look like?

Programme Management

- Manage and deliver OMF's programmes and events, monitor progress and resolve issues
- Create and adjust lesson timetables for all OMF pupils
- Communicate with stakeholders, including parents, teachers and external partners
- Develop and oversee collaborative partnerships with other organisations
- Oversee instrument purchases and repairs
- Maintain internal processes and records (e.g., pupil contact details, instrument inventory)
- Ensure implementation of policies and practices (e.g., GDPR and Safeguarding policies)
- Share news about the OMF community's achievements with the charity's supporters through OMF's bi-monthly newsletter and social media channels

Community Engagement

- Spend time with OMF families to build strong relationships, better understand potential challenges and support participants' needs
- Advocate for OMF families and OMF more broadly with external partners and venues

Monitoring and Evaluation

- Monitor and evaluate of OMF's programmes and their impact
- Collect feedback and testimonials from participants
- Write OMF's annual 'Learn to Play' Impact Report
- Support with writing monitoring reports for funders

Human Resources

- Line-management responsibility for Programmes and Finance Administrator, and Programmes and Finance Assistant
- Oversee staffing for music lessons and choirs, including coordinating deputies for absent staff

What we are looking for in our candidate:

Essential:

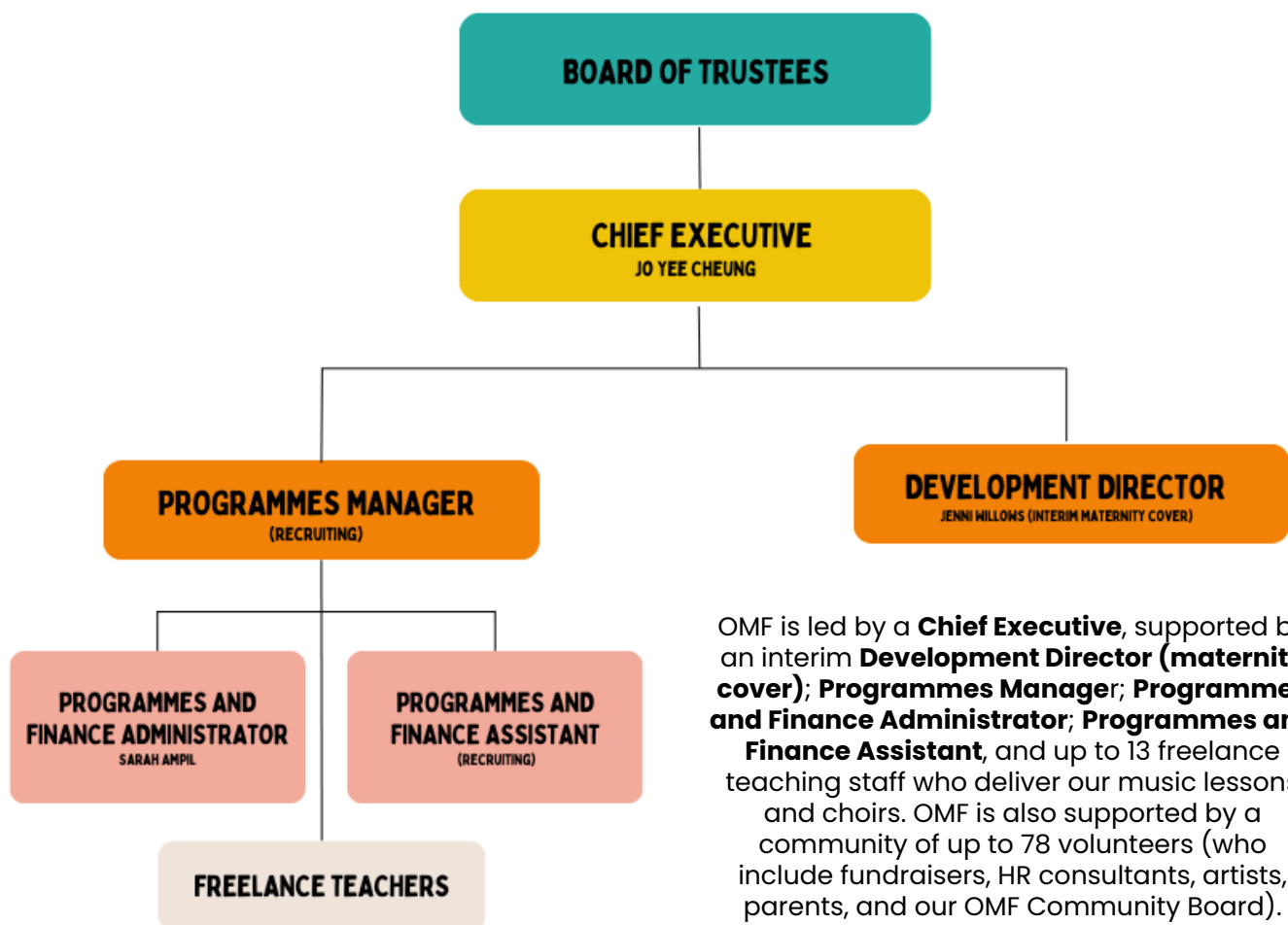
- Proven experience in the third and/or cultural sector working in a management-level position
- Outstanding problem-solving skills, ability to build create and coordinate schedules for multiple groups of beneficiaries stakeholders, and generate solutions to complex problems
- Ability to work on own initiative initiative, be flexible and reliable
- Ability to balance several tasks at once and work adaptably in a small team
- Ability to build rapport with a range of stakeholders, including staff, participants, and external partners, and communicate clearly across different mediums (e.g., in-person, email, WhatsApp)
- Eligibility to work in the UK

Desirable:

- Experience of writing successful funding applications
- Events management and production skills
- Knowledge of project management software & systems
- Knowledge of music in various styles, artists, music hubs, schools & educational stakeholders
- Driving license



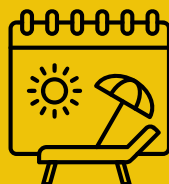
OMF Organisational Structure



BENEFITS OF WORKING WITH OMF



Competitive salary



22 days paid holiday + bank holidays



Workspace at Manchester Museum



Flexible working



Supportive team



Social events



Making a difference in the community



Direct impact in growing the charity

Application process



Applicants should send their CV and a statement of up to 1,500 words which addresses why you'd like to work with Olympias Music Foundation and any relevant experience you might have to OMF's Chief Executive, Jo Yee Cheung, at joyee.cheung@olympiasmusicfoundation.com. Successful candidates will be invited to an informal first stage interview, followed by a task-based second stage interview. All interviews will take place in person at OMF's offices at Manchester Museum in late January to early February 2024.

We will ensure all qualified applicants receive consideration for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. We invite applicants to contact us directly to identify any additional support required. Candidates who are unable to apply online are encouraged to contact us directly for alternative ways to apply. **The deadline for applications is 12pm on Friday 26th January**

For more information about OMF, visit www.olympiasmusicfoundation.com or find us on Facebook, Instagram and Twitter using the tag @olympiasmusic

