

## CREATIVE LEARNING MANAGER (PART-TIME)



### The Role:

The NCEM is seeking an experienced Creative Learning Manager to lead our Learning and Participation programme. We are looking for candidates with a passion for improving access to music for young people, and who have a clear understanding of the value of early music/historically informed performance practice to young people and to wider society. The role is on a **part-time basis** (3 days per week).

### The NCEM:

The NCEM is the flagship for early music in England, based in a medieval converted church in the heart of York since 2000. We are a significant venue for music and creative learning, providing experiences and opportunities of the highest quality to an ever widening and diversified community. As the national advocate of early music in England, we work to promote public understanding and enjoyment of early music through historically informed performances, annual festivals (The York Early Music Festival, Beverley and East Riding Early Music Festival and the York Early Music Christmas Festival) and digital technology, with a thriving worldwide online audience.

The NCEM has partnerships with festivals and conservatoires across Europe designed to support emerging early music ensembles and boasts two major competitions which encourage talented young composers and gifted early music specialists - the NCEM Young Composers Award and the York Early Music International Young Artists Competition. These major events attract national and international interest and are supported by BBC Radio 3 and some of the finest musicians in the world.

The NCEM has created a significant number of Learning & Participation projects since its opening in 2000 and has an excellent reputation for supporting young people to access, explore and develop skills in music. The NCEM Learning & Participation programme is built on strong partnerships which enable meaningful support for young people at all levels of the progression spectrum, with inclusivity at its core.

The NCEM is led by the Director Delma Tomlin MBE. The Learning & Participation Manager reports to Delma Tomlin and works alongside the Director of Finance and Operations.

### Key Responsibilities of the role:

- To develop the NCEM's Learning & Participation strategy, aligned to the NCEM's organisational strategy
- To lead the planning & delivery of the Learning & Participation projects
- To deliver the annual NCEM Young Composers Award and its associated development opportunities
- To support projects that improve access and remove barriers to music making, eg the NCEM's I Can Play programme
- To deliver and develop the NCEM's cultural wellbeing activities
- To work in partnership locally and regionally to build and support partners with similar aims and objectives
- To be engaged with national initiatives designed to support music education
- To be the NCEM's safeguarding officer

## Details of the role:

Salary	Between £26,000 to £28,000 (£15,600 to £16,800 pro-rata), dependent upon experience. The NCEM will automatically enrol you in the workplace pension administered by NEST and will contribute 5% of gross salary. You will be required to contribute 3% of your gross salary.
Hours per week	3 days or 24 hours per week. We will consider a range of flexible models and invite applicants to propose their preferred working pattern. The NCEM operates a Time in Lieu (TOIL) system.
Holiday	The NCEM offers 28 days (16.8 days pro-rata) of holiday per year, including statutory holidays. The office is closed between Christmas and New Year, ie from 24 <sup>th</sup> December to 2 <sup>nd</sup> January, and up to 2 of your statutory holiday days will be taken during this period.
Place of work	National Centre for Early Music, York with occasional travel within the UK
Notice period	3 months
Probationary period	6 months

## Applying:

We welcome applications from those who are under-represented in the sector, including but not limited to those from lower socio-economic backgrounds, people with disabilities and candidates from Black, Asian and ethnically diverse communities.

If you would like to discuss the NCEM, the requirements of the role, or have any questions regarding a potential application, please contact Cherry Fricker at [cherry.fricker@ncem.co.uk](mailto:cherry.fricker@ncem.co.uk)

## Application Process:

Please send a copy of your CV and a covering letter to Cherry Fricker, Director of Finance & Operations either by post to St Margaret's Church, Walmgate, York, YO1 9TL or via email to [cherry.fricker@ncem.co.uk](mailto:cherry.fricker@ncem.co.uk).

**Deadline for applications** is 5pm on 4<sup>th</sup> January 2022

**First interviews** will be held on Friday 21<sup>st</sup> January 2022

**Second interviews** will be held on Wednesday 26<sup>th</sup> January 2022

## Detailed Responsibilities

1. To develop the NCEM's L&P strategy aligned to the NCEM's organisational strategy, with regard to current national strategies & initiatives (ACE, NPME etc), incorporating NCEM's key plans in relation to Digital and Inclusivity & Relevance.
2. To lead the planning and delivery of NCEM L&P projects which currently include:
  - The Minster Minstrels,
  - Early Music Festival projects run in conjunction with schools,
  - I Can Play, a programme supporting music making with D/deaf young children
  - Cuppa & a Chorus
  - Season concert projects
  - NCEM's digital education resources
  - Education opportunities that arise through the EEMerging+ programme

Planning & delivering these projects requires management from idea through to fruition, including devising project proposals & budgets, making funding applications, promotion, programme management, evaluation, capturing, and data capture.

3. To deliver the annual NCEM Young Composers Award organised in partnership with BBC Radio 3. The NCEM is seeking to develop the award to both increase awareness of the award, and to widen its inclusivity, and this role is key to helping the NCEM to achieve this. The role includes key elements such as:
  - Administration of the delivery of the award from planning to premiere
  - Liaison with key partners, BBC Radio 3, the selected ensemble, the composer-mentor and the award judges
  - Marketing and publicising the Award across the country
  - Liaison with young composers from registration through to premiere
  - Planning and running the Award workshop, currently held at the NCEM in May, and its livestream, and supporting the award winners to attend the public performance and BBC broadcast which follows the May workshop
  - Project evaluation & any reporting to funders/partners
4. To support projects that improve access and remove barriers to music making, eg the NCEM's I Can Play programme. This includes:
  - Programme managing the NCEM's I Can Play programme for D/deaf young people
  - Programme Evaluation
  - Managing the Programme budgets
  - Managing the relationships with Programme funders (eg Youth Music) and Partner organisations
5. To deliver and develop the NCEM's cultural wellbeing activities
  - Administer, promote & develop the NCEM's Cuppa & a Chorus
  - Seek funding for the continuation of this project
  - Develop the NCEM's Cultural Wellbeing programme locally & regionally
6. To work in partnership locally and regionally to build and support partners with similar aims and objectives, involving engaging with existing partners as well as actively seeking partners.
7. To be engaged with national initiatives designed to support music education, identifying opportunities for NCEM and advocating the role of early music within the wider musical education context.
8. To be the NCEM's safeguarding officer, ensuring that all of the NCEM's activities are compliant with best current safeguarding legislation, and operating to best practice. This will involve annually updating the policies, communicating these throughout the organisation, participating in quarterly safeguarding meetings with the Director of Finance and Operations, and preparing the NCEM's annual safeguarding report for submission to the Board of Trustees.

## **Person Specification**

### **Essential personal criteria:**

- An understanding of historically informed performance practice/early music
- A passion for improving access to music for young people
- The confidence and personal authority to deal with a wide range of people
- Ability to work well in collaboration with the NCEM team, as well as the ability to work independently

### **Essential Skills :**

- Excellent spoken and written English
- Strong digital skills
- Strong organisational skills, with a good eye for detail
- The ability to work calmly and efficiently under pressure
- Education to degree level or equivalent
- A clean UK driving licence

### **Essential Experience**

- At least 2 years experience working in educational and outreach activities within the arts
- A proven track record of fundraising – in particular, applying to grant-making trusts
- A working knowledge of Learning & Participation within the arts sector, including an understanding of the National Curriculum, the National Plan for Music Education, the role of the arts within schools/academies, national approaches including Arts Council England priorities, current Safeguarding guidance and legislation.
- A proven ability to manage a budget
- Experience of evaluating projects;
- Experience of working with social media in a professional context;
- Experience of print and online marketing;

### **Desirable Skills & Experience**

- Education to Masters level or equivalent
- Music qualification or performance experience

### **Special Conditions:**

- This role involves regular work with children and young people, and therefore the successful candidate will be required to clear an Enhanced DBS check.
- Applicants to the role must be able and willing to attend workshops and events outside of normal working hours as required by the Learning & Participation projects schedule. The NCEM operates a Time off in Lieu (TOIL) system.