



Music in Hospitals & Care Project Coordinator Brief

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**ARTS COUNCIL
ENGLAND**



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1. Music in Hospitals & Care

Background

Music in Hospitals & Care is a charity providing live music sessions for people who are receiving care or treatment in healthcare settings across the UK.

Since 1948, Music in Hospitals & Care has been breaking down the barriers which prevent people, regardless of their health or well-being, from accessing the benefits of live music. Our sessions are designed to humanise clinical settings, reach and connect people, encourage communication and meaningful interactions and evoke emotions and memories when it matters most.

Each unique concert is delivered by professional musicians and tailored to meet the needs of the audience group. From the Shetland Isles and the Highlands of Scotland to Northern Ireland, the Valleys of Wales and down to the south coast of England, we operate in hospitals, hospices, care homes, day centres, special schools and community settings too. We have offices in England, Scotland and Wales, with over 680 musicians spread far and wide.

Our musicians' performances simply couldn't take place without the contributions, donations and time given by our amazing supporters.

We depend upon the generous support we receive from charitable trusts & foundations, businesses, local authorities, schools, clubs and groups, individual donors, volunteers and our Friends of Music in Hospitals & Care. We are hugely grateful to each and every person supporting Music in Hospitals & Care; this support means Joy Through Live Music reaches over 90,000 people in health care settings each year.

2. The Brief

We are looking to further develop our work in critical care settings, by providing opportunities for a number of musicians to learn and develop their skillset within critical care environments including intensive care units and neonatal units.

We have been awarded funding from Arts Council England to implement a 12-month project across several hospitals in England – including the North West, North East, the Midlands and the London area; which will give opportunities for around 15 musicians to train in critical care delivery, and receive a programme of mentoring from experienced healthcare practitioners in this field.

Music in Hospitals & Care wish to engage a consultant to project manage this programme.

The successful consultant will initially set up two programme days and then coordinate the delivery of the sessions. They will oversee the mentor/mentee relationships, gathering feedback from all participants providing a detailed evaluation report upon conclusion of the project.

The consultant will be home-based with requirement to travel between hospital settings and our offices in Manchester and Walton-on-Thames.

We have a team of around 25 staff across the UK at four offices with some staff home based.

Access to own vehicle is desirable.

3. Outputs

Coordinating all elements of the Critical Care Skills project.

Regularly reporting to and updating both our teams in England on the progress of the project.

Specific Project Tasks

- To coordinate all aspects of the two Critical Care Skills Development Days in Manchester and/or London.
- To coordinate all aspects of the mentoring taking place across eight hospitals in England.
- To travel to hospital venues to meet the musicians and observe key sessions.
- To collate mentor assessments and provide support for mentees.
- To undertake the final assessments in situ of all mentees.
- To manage the mentoring schedules and maintain clear and regular progress reports and updates.
- To liaise with the Music Development Managers.
- To manage the project budget and maintain clear financial records, working with both our teams in England to ensure invoices and expenses claims are correctly processed.
- To produce final assessment reports on the mentees' development and progress.
- Liaise with consultants and NHS staff for skill sharing, and partnership building.
- To produce a final project evaluation report.

4. Timescale

The project will begin in February/March 2020 and must be completed within 12 months.

A working pattern can be agreed upon appointment of the successful consultant.

5. Tender Process

Tender submissions should include the following:

1. Methodology and timescale – proposed method and programme of work.
2. Key sources – key sources and contacts to be used in undertaking the work.
3. Presentation – how findings and recommendations will be presented and proposed format of outputs.

4. Proposed team – details and relevant experience of the team who will be involved in delivering the contract including the number of days and daily rates of staff, plus examples of previous work.

5. Budget – a breakdown of costs to include:

- a) Total cost for professional services excluding VAT.
- b) Total number of days required to undertake the work and each section of the work.
- c) Total number of days input and relevant day/hourly rate for each team member.
- d) Estimated costs allowed for travel and, separately, accommodation and other subsistence, if relevant.
- e) Estimated costs for any other expenses such as printing.
- f) Total cost for all work and expenses and excluding VAT.
- g) VAT status.

6. Relevant experience – links to/details of past work within this sector and within the scope of this work.

6. Budget

For the project coordinator a budget of up to £9,000 including VAT is available including all fees and costs. Agreed expenses in line with Music in Hospitals & Care expenses policy will be payable. As part of methodology and timescale, the consultant should provide details of milestones that they feel are appropriate and achievable. Payments will be made on completion of these milestones.

7. Submission of the completed plans

The reports should be A4 documents with photographs and illustrations set in the text. The document should be presented in accessible language for a non-specialist. The plan should be submitted by email or via an online cloud service like Dropbox. Deadline for consultant submission will be subject to negotiation following appointment.

8. Copyright

Copyright of the plans and any material quoted in it will be assigned free of charge to and remain with Music in Hospitals & Care which will retain the right to reproduce and distribute the reports as necessary to support the plan and its work generally.

9. Timescale

Tenders should be returned by 29th January 2020 at midday.

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Music in Hospitals & Care

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Those shortlisted will be invited for interview w/c 3rd February 2020.



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Questions regarding this brief should be directed to Claire Owen, Music in Hospitals & Care Director South England. claire@mihc.org.uk



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