

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Live Music Manager South England and Channel Islands</b>
<b>LOCATION</b>	<b>Flexible working</b> with some office-based activity to be agreed
<b>HOURS</b>	<b>Full – time (37.5 hours)</b>
<b>SALARY</b>	<b>£25k-£26.5k (DOE)</b>
<b>REPORTING TO</b>	<b>Live Music Development Manager</b>
<b>RESPONSIBLE FOR</b>	<b>Live Music Coordinators</b>

### **Job Purpose**

- The Live Music Manager will support the delivery of live music experiences across South England and Channel Islands, improving the health and wellbeing of children and adults through the healing power of live music.
- The Live Music Manager works with our professional musicians to share live music with people who may not otherwise get to experience it. This includes those living with dementia, who have mental health problems, or who are seriously ill.
- The Live Music Manager is responsible for the coordinators within their designated geographic area of responsibility. They will ensure delivery of the annual programme of live music experiences, in care homes, hospitals, hospices, care homes and the community. Supporting programmes with partner organisations, in line with the organisation's strategy and operational plan.
- The Live Music Manager is responsible to the Live Music Development Manager.

### **Main Duties and Responsibilities**

- Provide line management to direct reports, defining operational objectives, supporting professional development and effective delivery
- Prepare reports and appropriate feedback to the Live Music Development Manager and to the Fundraising and Communications team and the Finance and Resources teams as per the reporting timeframes required
- Provide regular reports to the Live Music Development Manager on key performance indicators
- Keep the Live Music Development Manager informed of progress and developments in the geographic area of responsibility
- Support the Live Music Development Manager to manage and deliver services within the available service delivery budget, including the negotiation and delivery of financial contributions from health and care settings

- Encourage and monitor feedback reports from healthcare centres, participants and musicians
- Monitor all programmes to ensure delivery within timeframe, and funder requirements, as agreed or outlined per the funder or partner agreement
- Ensure effective administration in accordance with the UK-wide system for facilitating and contracting of individual health and care settings and musicians. Including payment arrangements, with particular attention to details such as addresses, invoicing details, location description and care team/staff contacts, ensuring they are correctly entered in the Charity's systems
- Provide copy for publications such as Music in Hospitals & Care newsletter and Annual Report
- Ensure Safeguarding and Health and Safety compliance within geographic area of responsibility.
- Represent the charity to develop and grow relationships in the geographic area of responsibility, building strong local connections and effective networks in line with strategic objectives, including health and care settings, health and social care providers, academics and patient groups
- Contribute to UK-wide activities including funder events and promotional tasks or engagements as required.

### **Quality Assurance and working with Musicians**

- Assessing musician(s) standards and monitoring quality of delivery
- Working with the team to ensure in depth knowledge of musician base
- Supporting the Live Music Development Manager to facilitate annual programme of Musicians' Days and musician development as required
- Manage musician recruitment, audition and induction process in your geographical area of responsibility – promoting skills and standards required.

### **General**

- Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information
- Contribute to a culture of equality and demonstrate a commitment to creating a genuinely inclusive organisation.
- Represent the organisation in a positive manner.
- Maintain the level of qualifications/personal and professional development and competence required to carry out this role and notify the company immediately of any circumstance that affects this
- Adhere to and uphold Music in Hospitals & Care's mission, vision, social purpose, strategic aims and policies
- Act with integrity and maintain the highest professional standards at all times
- Develop positive relationships with stakeholders
- Compliance with Music in Hospital & Care policies
- Commitment to the organisation's aims and values
- Carry out other duties as necessary to meet the needs of the organisation.

*This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.*

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>-Understanding of Health and Social care frameworks</li> <li>-Proven administration experience ideally delivering a similar provision within health and social care or arts setting</li> <li>-Experience of supporting and managing a small team</li> </ul>	<ul style="list-style-type: none"> <li>-Engaging musicians in similar delivery, workshops or activity with an insight into the needs of professional freelance musicians</li> <li>-Creative person with an interest in live music</li> <li>- Experience of managing within a safeguarding environment</li> <li>-Experience of creative evaluation approaches</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>-Understanding of the outcomes and impact that the performance of live music can bring to people in Health and Care</li> <li>-Effective communication skills, working with partners to showcase the impact of our work across different audiences including Health and Care, participants and funders</li> <li>- Financial and resource management</li> <li>-Proven administrative skills, recording and attention to detail</li> <li>-Able to multi task and manage a large workload and to expand our delivery within available resources</li> <li>- Ability to deal with information in a confidential manner and respond with sensitivity</li> <li>- Ability to interpret, share and deliver work plans</li> <li>-Good knowledge and understanding of data protection</li> </ul>	<ul style="list-style-type: none"> <li>-Knowledge and interest in helping individuals with support needs and awareness of the issues experienced by people within healthcare settings</li> <li>-Ability to represent Music in Hospitals &amp; Care through our partners and settings</li> </ul>

	<ul style="list-style-type: none"><li>-Articulate with strong verbal communication skills</li><li>-Proficient in using MS Office and database systems</li></ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>-High personal integrity and commitment to providing high quality service delivery</li><li>-Proven ability to form good working relationships both internally and externally with people on all levels</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>-Willingness to work variable hours and flexibility to travel as required</li></ul>	