



Royal Philharmonic Orchestra

Director of Community and Education (Maternity Cover)

Information for Candidates

ROLE

Job Title	Director of Community and Education (Maternity Cover)
Reports to	Managing Director
Line manages	Two Community and Education Project Managers
Location	16 Clerkenwell Green, London, EC1R 0QT
Contract	Fixed term (minimum six months, maximum twelve months), full time
Start date	Early August 2018
Salary	£45-50k depending on experience
Application deadline	31 May 2018

INTRODUCTION

The Royal Philharmonic Orchestra's (RPO) mission is to enrich lives through orchestral experiences that are uncompromising in their excellence and inclusive in their appeal.

We seek to recruit committed and resourceful individuals, from diverse backgrounds, who will contribute to achieving our vision, placing orchestral music at the heart of contemporary society and engaging audiences, participants, supporters and partners at local, national and international levels.

Collaborating with renowned conductors such as Pinchas Zukerman, Lionel Bringuier, Krzysztof Urbański, Rafael Payare, Marin Alsop, Vasily Petrenko, and Alexander Shelley, the RPO performs around 180 concerts a year to an audience of approximately 300,000 people, across the UK and abroad. The Orchestra is entering a period of investment, developing new projects and creative partnerships, which will extend its impact.

Our new strategy, underpinned by a four-year business plan, is bold, but realistic for an organisation with a track record of resilience and stretching boundaries. Versatility and a broad reach are integral to the Royal Philharmonic Orchestra, on the concert platform and through our award-winning community and education programme *RPO Resound*.

For further information about the Orchestra please visit our website: www.rpo.co.uk

PURPOSE OF THE ROLE

The Director of Community and Education is responsible for devising and implementing an ambitious orchestral community and education programme, *RPO Resound*, both nationally and internationally, working closely with the Managing Director, Senior Management Team and Board to deliver the *RPO Resound* programme as part of the Royal Philharmonic Orchestra's vision and business plan. They are responsible for the Community and Education department including: the line management of two full

time Community and Education Project Managers; engaging and managing a team of freelance workshop leaders, conductors, artists and practitioners; and the engagement, training and development of members of the Royal Philharmonic Orchestra who deliver activities.

The role is responsible for the operational and strategic planning of the year-round *RPO Resound* programme acting as the overall producer and manager, and leading on fundraising and securing sufficient income to support the full programme of activities. It oversees the Project Managers in the delivery of a high-quality programme of creative activities that respond to the specific needs of the communities it serves, and imaginatively connects participatory community and education work to the Orchestra's concerts and residencies.

In 2018, *RPO Resound* celebrates its 25th Anniversary and annually the programme engages over 9,000 people with the Orchestra and its musicians through a diverse array of workshops, concerts, events and specialist projects. The programme encompasses a wide range of participants including stroke survivors, children and adults with learning difficulties, school children and prisoners.

JOB DESCRIPTION

Strategic Direction, Leadership and Planning

- Manage the community and education programme so that a pipeline of projects is developed and maintained which fulfils the Orchestra's charitable and education mission
- Develop the strategy for *RPO Resound* aligned to the Orchestra's artistic programming, the department's strengths, and integrated with the Orchestra's UK residencies in consultation with the Managing Director
- Implement the four-year business plan for *RPO Resound*, reviewing achievement against plan, identifying strategies to achieve the medium term goals and reviewing the plan as necessary
- Develop the capacities of the RPO to design and deliver innovative and creative music projects in a variety of community, health and education settings
- Provide creative leadership and direction for the *RPO Resound* programme, shaping and developing new and existing activity strands, creative content, and artistic leadership
- Provide training and development opportunities for the wider community and education team including freelance practitioners and members of the Orchestra, developing their practice
- Ensure fluent communication across the administration and membership so that *RPO Resound* work and objectives are known, supported and embedded
- Maintain a good working knowledge of formal and informal music education sector policy and best practice and ensure that the RPO responds to emerging trends

Partnership Management and External Representation

- Develop bespoke activities and projects which respond to local need through creative partnerships with local, national and international stakeholders
- Lead and develop strategic partnerships and positive working relationships with a broad range of partners in the fields of music education and community engagement (including Music Education Hubs, Bridge organisations, venues, local authorities, health professionals, community groups, education settings, arts organisations and other charities)
- Represent the RPO at external meetings, conferences and fundraising events, acting as an ambassador for the Orchestra and *RPO Resound*
- Represent the RPO at strategic networks and sector events such as hub partner meetings, Cultural Education Partnerships and arts and culture networks

- Work with the Press and Marketing Department to represent the department's activities in the media, develop audience development initiatives, and agree targeted communications and marketing strategies to boost the profile of the Orchestra's work
- Oversee external departmental communications, enquiries and general correspondence

Programme Management and Delivery

- Manage the work and resources of the department so that day to day operations are effective and efficient, managing competing demands, meeting deadlines, escalating issues and delegating as required
- Oversee and support the Project Managers in the smooth delivery of all projects
- Occasionally project manage activities as required
- Develop and embed a strong set of principles, templates, systems and methodologies to ensure professional and consistent levels of programme planning, management and delivery
- Negotiate and oversee all contracts and agreements for all activities
- Develop, manage and support the freelance team of practitioners engaged to deliver *RPO Resound* activities including artists, conductors, workshop leaders and consultants
- Line manage, support and motivate the Community and Education Project Managers including setting objectives and undertaking appraisals

Finance and Fundraising

- Lead the community and education team to create and manage budgets for all RPO Resound activities including projects, orchestral concerts and multi-year programmes, and review and refine budgets as required
- Complete the annual financial budget and quarterly reforecasts for Community and Education projects in accordance with the RPO process and reporting timetable
- Sustain robust processes and systems for the management of both income and expenditure
- Lead the fundraising activity for *RPO Resound*, pro-actively seeking funds to support the programme from a diverse range of sources including public funding, voluntary sector, corporate sponsors and income-generating partnerships with community and education partners
- Work with the Development department, including the newly established Trusts & Foundations manager role, to generate sponsorship, individual donations, and new Trust & Foundation income
- Ensure effective reporting to and relationship management of external funding agencies and supporters

Monitoring, Evaluation and Quality Control

- Ensure a culture of reflection and evaluation is embedded across all practice by the wider community and education team in order to inform and improve future work
- Promote research and evaluation partnerships which generate evidence, and examine the impact and benefits of programme activities, and disseminate findings to the wider sector
- Regularly attend *RPO Resound* activities and review stakeholder feedback in order to quality assure the programme and ensure standards are achieved and maintained
- Ensure all artistic vision, content and creative activities are of the highest quality and designed to achieve positive participant outcomes
- Develop and implement monitoring and data collection, storage and management processes in order to report to the wider cultural sector and stakeholders including Arts Council England

Designated Safeguarding Officer of the RPO

- Ensure Safeguarding policies and procedures remain up-to-date and are implemented and communicated within the organisation and externally as appropriate
- Be responsible for receiving and managing all child and adult protection concerns on a day-to-day basis
- Ensure that all relevant staff, musicians and other practitioners have current DBS checks
- Document and report Safeguarding incidents, including alleged incidents, in accordance with the Safeguarding policy and report to the Board in line with procedures
- Ensure Safeguarding, accessibility and Health & Safety considerations are taken into account at all stages of event planning and delivery across the organisation including risk assessments, supervision, recruitment, contracts/agreements, training and briefings, image capture and consent, performance licences, secure storage and reporting processes
- Work with the Designated Safeguarding Lead and deputise for them in their absence

General

- As a member of the Heads of Department Team, the leadership group of the RPO Administration, contribute to all strategic and operational matters, decision-making, policy development, reporting, and the achievement of the Business Plan
- Significant time spent out of the office, travelling across London and around the UK, attending projects and events and meeting local partners
- Occasional travel overseas to develop, oversee or deliver projects

PERSON SPECIFICATION

Experience

- Proven track record of leading and delivering an innovative and wide-ranging participatory arts/culture programme at national or international level
- Substantial experience of project managing, planning and producing community or educational activities, including large-scale events
- Experience of working in a position of responsibility with children and young people and of working in other participatory settings including disability, older people, community and health
- Experience of fundraising, writing applications and generating income to cover project costs
- Experience of line management and an ability to lead, manage and motivate a team
- Evidence of having collaborated with freelance artists and practitioners

Knowledge/Understanding of

- Strong understanding of safeguarding issues as related to working with children, young people and adults at risk
- Knowledge of current practice within the formal and informal music education sector, the wider arts sector and national initiatives
- Knowledge of and enthusiasm for, orchestral music, creative and collaborative arts practice, and understanding of the role of an arts organisation operating with and beyond local communities
- An understanding of the barriers to cultural engagement

Skills and Abilities

- Sound financial skills and a proven ability to set, manage and be accountable for complex budgets
- Proven ability to develop and maintain relationships and creative partnerships across funders, local government, education, cultural, social and health care settings
- Ability to contribute strategically to the development and management of the company as a whole

- Evidence of a high degree of self-motivation and the ability to work effectively, solve problems and make decisions under pressure in a demanding work environment
- Ability to implement effective quality assurance, monitoring and evaluation and impact measurement tools
- Very strong planning and organisational skills including the ability to multi-task, prioritise a busy workload, and meet competing deadlines
- Excellent written and communication skills with meticulous attention to detail, and the ability to communicate effectively with a variety of audiences
- Strong MS Office skills and the ability to learn and adapt to new software
- Willingness to travel around the UK to regional venues and partners, and to work some weekends and evenings
- Have a clean UK Driver's licence and be confident driving in the central London area

ADDITIONAL BENEFITS

- 20 days' annual leave per annum, increasing to 25 days after 2 years of employment
- Bank holidays and entitlement to leave during the Company's annual (Christmas) shut down.
- The post holder will be auto-enrolled in the RPO's defined contribution pension scheme after a 3-month deferral period. Under existing legislation, there is an entitlement to opt out of the scheme. The RPO matches employee's contributions up to a maximum of 6% of salary
- Interest-free loan for an annual travel season ticket after 6 months

APPLICATION PROCESS

The RPO is committed to equal opportunities and diversity in its workforce and welcomes applications from all sections of the community.

Please email your letter of application and CV to: recruitment@rpo.co.uk

All applications should be addressed to James Williams, Managing Director. Please ensure that you attach your CV and covering letter as two separate documents, and in the email subject line enter "Director of Community and Education (maternity)".

CVs should include:

- Contact details, including email, and day and evening telephone/mobile numbers
- Details of education and qualifications, including professional qualifications where relevant
- Details of your employment history, including relevant roles and experience
- Relevant skills, achievements and training
- Confirmation of your notice period
- Names and contact details for two referees, including your existing or last employer. Please also state the capacity in which each referee is known to you, along with an indication of when in the application process you would be happy for us to contact them. Please note, that we will not contact your referees without your express permission
- An indication of current salary

Your cover letter should summarise your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.

The closing date for applications is 31 May 2018. Interviews will be held on 12 June 2018.

Please note this position involves working with children and young people and adults at risk, therefore the appointment will be subject to an enhanced Disclosure & Barring Service check.

The details contained in a candidate's application will, at all times, remain confidential and will be held in a secure place. Details provided to the Orchestra will be used to assess your suitability for the post applied for and will only be released to relevant personnel for that purpose. If your application results in successful recruitment to the post applied for, then those details will form the basis of your employee personnel file.