



Royal Philharmonic Orchestra

## Director of Community and Education (Maternity Cover)

### Job Description

#### ROLE

Contract	Fixed term, Full Time (minimum six months, maximum twelve months)
Start date	22 February 2021 (or late February)
Salary	£45-50,000 depending on experience
Location	16 Clerkenwell Green, London, EC1R 0QT
Reports to	Managing Director
Line manages	Two Community and Education Project Managers

#### APPLICATION AND INTERVIEW DATES

Application deadline	Monday 18 January 2021 12pm
Interviews	Thursday 20 or Friday 21 January 2021
Format of application	A CV and covering letter emailed to <a href="mailto:recruitment@rpo.co.uk">recruitment@rpo.co.uk</a> Please put <b>Director of Community and Education</b> in the Subject line and address your application to James Williams, Managing Director
Application information	Please see our Guide for applicants and our website <a href="http://www.rpo.co.uk">www.rpo.co.uk</a>

#### PURPOSE OF THE ROLE

The Director of Community and Education is responsible for devising and implementing RPO Resound, the orchestral community and education programme of the RPO, both nationally and internationally. In addition to the two full time Community and Education project managers, the role engages and directs the work of freelance Members of the Orchestra, workshop leaders, conductors, artists, and practitioners.

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.

*RPO Resound* engages over 9,000 people a year 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, schoolchildren and prisoners.

In response to COVID-19 *RPO Resound* has adapted its delivery to encompass a blended approach of

digital content and online activities, alongside live events within current UK Government guidelines. The role is also responsible for guiding the Orchestra's community and education activities through the many challenges of a pandemic and post-pandemic cultural sector, including creating new formats of working, supporting digital work, and setting new strategies as the sector emerges from the current climate.

## JOB DESCRIPTION

### Strategic Direction, Leadership and Planning

- Provide creative leadership and direction for the *RPO Resound* programme, shaping and developing new and existing activity strands
- Build and maintain the future pipeline of projects with an emphasis on impact and focusing resources
- Develop the capacities of the RPO to design and deliver innovative and creative music projects in a variety of community, health and education settings
- Review projects and metrics against the Business plan and revise approaches as necessary to achieve six monthly and annual goals
- Inform the strategic planning for *RPO Resound* for 2023-2027, aligned to the Orchestra's artistic programming, the department's strengths, and integrated with the Orchestra's UK residencies, including its new partnerships in Brent
- 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 Business Development 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
- Line manage, support and motivate the Community and Education Project Managers including setting objectives and undertaking appraisals and overseeing the smooth delivery of all projects
- Develop, manage and support the freelance team of practitioners engaged to deliver *RPO Resound* activities including artists, conductors, workshop leaders and consultants
- 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
- Report against annual goals and metrics, including to Arts Council England
- Negotiate and oversee all contracts and agreements for all activities

## **Finance and Fundraising**

- Lead the community and education project managers 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
- Working with the Development department, pro-actively seek funds to support *RPO Resound* from a diverse range of sources including public funding, Trusts and Foundations, corporate sponsors and community and education partners
- Work with the Trusts and Foundations Manager to fulfill reporting requirements to donors

## **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 internally and 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 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
- Continue to develop digital safeguarding procedures in light of increased digital delivery and in line with the evolving digital landscape, platforms and technology used
- 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 licenses, secure storage and reporting processes
- Work with the Designated Safeguarding Lead and deputise for them in their absence

### **General**

- The Director of Community and Education is as a member of the senior leadership team and contributes to decision-making on organisation-wide strategic and operational matters, to policy development and to the achievement of the Business Plan
- Approximately 20% of time is 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
- 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
- An understanding of the challenges and requirements of delivering digital and online arts activities

### **Skills and Abilities**

- Sound financial skills and a proven ability to set, manage and be accountable for budgets with multiple funders
- 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 Microsoft Office skills and the ability to learn and adapt to new software
- Willingness to travel around the UK to regional venues, projects 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

### **Safeguarding**

- This role involves working with children and young people and adults at risk, therefore the appointment will be subject to an enhanced Disclosure & Barring Service check

### **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