



Royal Philharmonic Orchestra

**Project Manager (Health and Community)
(Fixed Term)
Information for candidates**

Job Title	Project Manager (Health and Community)
Reports to	Director of Community and Education
Location	16 Clerkenwell Green, London, EC1R 0QT
Contract	3 year Fixed Term, co-terminus with grant funding
Salary	£26,000 - £30,000 p.a.
Application deadline	7 January 2019, 12-noon

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 Vasily Petrenko, Pinchas Zukerman, Lionel Bringuier, Krzysztof Urbanski, Rafael Payare, Marin Alsop 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 and together with the announcement of our new Music Director, Vasily Petrenko is 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

JOB PURPOSE

The Project Manager will be joining the Community and Education department at an exciting time for the Royal Philharmonic Orchestra as our award-winning stroke rehabilitation programme – STROKESTRA® - begins a three-year roll-out across Hull. The Community and Education programmes, known collectively as RPO Resound, include our Discovery and Schools-based activity, Talent Development programme and the Arts & Health strand, all of which deliver a range of community-based creative learning and participatory projects across the UK and occasionally, internationally.

The Project Manager will focus primarily on a) overseeing and developing the suite of projects delivered in health and community settings, including STROKESTRA®, our work with Aphasia groups, with older people, in mental health settings, and internationally; and b) developing our extensive suite of community programmes which aim at increasing access to and participation within arts programmes for amongst those with additional educational- and complex needs.

JOB DESCRIPTION

Project Design, Management & Delivery

- In consultation with the Director of Community & Education, develop and manage RPO Resound Arts & Health programmes, particularly STROKESTRA®, in-line with the strategic aims of the organisation and its partners within the public sector.
- Oversee the planning and delivery of STROKESTRA®, including the development of consultancy support guides, service quality frameworks and associated research projects.
- Manage and develop between 5 and 10 additional projects associated with the RPO Resound Arts & Health strand.
- Effectively develop and guide all stages of each project from initial concept and fundraising through to planning, delivery, monitoring and final evaluation.
- Oversee all arrangements for open rehearsals and visits by participants of our programmes to RPO concerts
- Identify delivery and artistic teams for each project, booking musicians, workshop leaders and production staff as appropriate
- Liaise with artists, venue staff, production teams and clinical / service staff to devise imaginative, interactive activities for diverse audience groups
- Plan, programme and provide on-the-day management of events, workshops and other project sessions on the ground, dealing with logistics, supporting relationships, and assessing quality of project content.
- Work with partners from a range of health and alternative educational settings to ensure that the delivery of sessions meet service providers' specific logistical, ethical and procedural requirements
- Plan and deliver all activity within agreed timescales and budgets, and produce associated project proposals, schedules and reports
- Implement monitoring and evaluation procedures and contribute to mixed-method evaluation design, depending on the requirements of funders and stakeholders
- Prepare project reviews and evaluation reports for circulation internally and to key partners, ensuring that all the funders' reporting criteria are met
- Plan and deliver international projects, attending where required.

Partnership Management & External Representation

- Develop and maintain relationships with key stakeholders including artists, educational and cultural institutions, commercial bodies and public sector bodies – including ethical approval committees, funders, NHS service providers, research institutes and commissioning services.
- Help consolidate and expand the Community and Education department’s relationship with partnership organisations in Principal Residency regions and also in London
- Represent and advocate for the RPO Resound at external meetings, networking events, steering groups, and wider industry events, including those involving: Local Cultural Education Partnerships (LCEP), industry bodies and public institutions such as the NHS and commissioning services.
- With direction from the Director of Community & Education, identify and nurture relationships with prospective delivery/research/producing partners for large-scale RPO Resound projects; taking responsibility for maintaining effective communications and driving negotiations.
- Develop, where appropriate, proposals in response to health-related and public sector tenders.
- Deliver training to musicians, staff and partner organizations, nationally and internationally, in areas of best practice; including working with adults at risk, children and young people with complex and severe learning needs, those with disabilities, and those recovering from strokes.
- Where appropriate, develop and deliver professional development training and informational sessions to student cohorts as part of our HEI partner network.

Business Development and Finance

- Work with the Director of Community & Education to identify key funding priorities and resourcing issues – especially within the field of social prescribing, health-care provision, wellbeing, and inclusion.
- Make funding applications, particularly to ensure the sustainability of the STROKESTRA programme beyond three years, through the cultivation of relationships with partners and grant-making bodies and working closely with the Development Team
- Commit and approve expenditure up to £5,000 and check invoices, budgets and contracts for approval by the Director of Community and Education
- Create and maintain control over a multi-year budget of up to £500,000, overseeing all income and expenditure, contractual negotiations and applications to grant-making bodies
- Administer contractor and supplier invoices in a timely manner, adhering to the finance timetable for payment processes
- Record and report to finance on a monthly basis by the due date, all required payments to musicians
- Develop insights from evaluation data and through research in order to contribute to the strategic development of the organization and to national policy initiatives.
- Devise innovative learning resources, new project concepts and learning solutions that support the development of RPO Resound and its schools and community-based activities.

Safeguarding

- Implement safeguarding procedures in-line with the RPO’s Child Protection & Safeguarding Policy
- Process DBS checks for all musicians, contractors and staff as required
- Maintain the highest levels of professionalism in handling confidential data, information and disclosures from individuals, organisations and service users
- Remain up-to-date with national and sectoral policy developments and initiatives in the arts, education, health and other sectors, related to working with children and young people, adults at risk and those with special education needs and disabilities
- As and when necessary, deliver training to project staff, music leaders and RPO musicians involved in RPO Resound activities, around issues to do with safeguarding or specialist skills needs related to working with varied participant groups.

Marketing & Communications

- Work closely with the Press and Marketing Team to ensure good coverage of RPO Resound activities, and to provide copy for all RPO marketing material and RPO publications (incl. *RPO Insights*, a benefactor's brochure; *Ovation* - monthly public e-newsletter; and *RPO Friends Newsletter*)
- Work closely with the Marketing, Development and Concerts teams as necessary to ensure the smooth running of RPO Resound activity and continued growth of the programme
- Contribute to the monthly orchestra schedule and keep the online schedule up to date, to inform musicians of the pipeline of work
- Oversee the planning and production of content assets documenting and publicizing RPO Resound activity
- Represent RPO and RPO Resound publicly in press and media interviews, when necessary – particularly in relation to the Arts & Health strand, STROKESTRA and their research outcomes

General

- Respond to general enquiries by telephone, e-mail and letter
- Be sensitive to the demands of working with multiple partners with competing needs
- Maintain office systems including filing, contact files, databases and financial spreadsheets
- Ensure that RPO Resound equipment and resources are well-maintained and inventories are accurate and up-to-date.
- Maintain up to date knowledge of public arts education policy, arts and health and wellbeing, and general music education landscape
- Act as a designated contact for emergency situations which may arise during RPO Resound events
- Contribute to the overall development of the RPO Resound
- Participate in team and whole office activities and training
- The role requires significant time to be spent out of the office, travelling across London and around the UK, attending projects and events and meeting local partners

PERSON SPECIFICATION

Essential: Experience

- Wide-ranging experience of working in arts/education settings as a learning producer
- Considerable project management experience in arts education and health settings, with proven track record of delivering multi-year projects in these fields
- Wide ranging experience of delivering music-related learning projects in alternative educational and health settings, working with participants with additional and complex behavioural / educational needs, and severe learning disabilities.
- Experience of devising and managing music-based creative learning projects for patients recovering from Strokes, suffering from aphasia or other severe communication impairments.
- A solid, practical understanding of planning and delivering large-scale, complex music projects involving health-care and/or educational service providers
- Experience designing and implementing effective quality assurance, monitoring and evaluation, and impact assessment measures for music projects.
- Experience of devising and managing service-evaluations on music-led arts projects in health and alternative educational settings.
- An understanding of how outcomes-based, longitudinal research projects built around music-led arts projects are planned and undertaken, particularly those involving a mix of clinical and qualitative-based measures.
- Experience of managing freelance creatives, workshop leaders.
- Proven experience in managing training sessions for teachers, and staff in health care services
- Experience of planning and delivering international projects.

Essential: Skills

- Excellent written and communication skills with meticulous attention to detail, and the ability to communicate effectively with a variety of audiences, including public-facing marketing materials and learning resources.
- Strong interpersonal skills, with a proven ability to work with a very wide range of participant groups – particularly those with stoke-related disabilities, communication impairments, or special educational needs.
- Excellent time-management and administrative skills.
- High level of financial literacy with experience of managing large-scale, multi-year budgets and leading funding applications
- Ability to adapt quickly to the different needs and structure in partner organisations and how to work within these confines.
- Strong MS Office skills and the ability to learn and adapt to new software.
- A clean, international driver's license [This role requires a considerable amount of UK travel by car].
- Ability to read music and ensemble orchestrations, and to work with notation software such as Sibelius.

Essential: Knowledge & Understanding

- A working knowledge of the commissioning and procurement process in health-care settings
- 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.
- Understanding of the ethical considerations involved in undertaking outcomes-based projects in health, community and educational settings
- Clear understanding of the issues involved in safeguarding children, young people and adults at risk.

- A good knowledge of mainstream orchestral repertoire
- A broad understanding of the Arts sector, Health and Education Systems in the UK.
- Practical working knowledge of the Music Education context in the UK, including curriculum- and community-based provision; and experience of working with Music Hubs and/or Local Authority providers.

Essential: Attitude

- A demonstrable commitment to diversity and inclusion
- A passionate advocate for arts education with a belief in the transformative potential of music
- Willingness to travel around the UK to regional venues and partners, and to work some weekends and evenings.
- Friendly, approachable and nurturing personality.
- Comfortable speaking in public and, when required, to the media

Desirable

- Experience of producing site-specific creative projects
- Experience of delivering training, and / or workshop leading
- An understanding of protocols surrounding working with professional orchestral musicians
- A post graduate level qualification in music, education or culture
- Ability to play a musical instrument and experience of ensemble playing and/or leading
- Understanding of public healthcare structures, curriculum frameworks and SEN/D systems in the UK
- Experience developing marketing plans and audience development strategies

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 Kate McBain, Director of Community and Education. Please ensure that you attach your CV and covering letter as two separate documents, and in the email subject line enter "RPO Resound Project Manager (Health & Community)".

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 7 January 2019. Interviews will be held on 25-30 January 2019.

Note:

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.