

Orchestra ONE Manager

Job Description and Person Specification

| | |
|-----------------------|--|
| Location: | Various locations across Kent as designated by Kent Music |
| Line Manager: | Senior Leader, Tuition & Ensembles |
| Working Hours: | Part time, 340.5 working hours per year |
| Contract: | Permanent |
| Salary: | £35,226 pro rata, per annum, plus a workplace pension auto-enrolment contribution from Kent Music of up to 3% of salary. (Subject to meeting minimum requirements) |
| Annual Leave: | Based on the Kent Music contractual provision of six working weeks including public / bank holidays for a full year worked. Your holiday entitlement will be paid with your monthly salary. Entitlements are pro-rata for part-time employees. |

1 About Kent Music

Kent Music is a music education charity and the Hub Lead Organisation (HLO) for the Kent & Medway Music Hub. The organisation is driven by a core belief that music changes lives.

We work closely with schools, colleges, cultural organisations, and other partners to ensure that learners of all ages, especially children and young people, across Kent and Medway have access to high-quality music education both in and out of school.

Informed by the National Plan for Music Education, our vision is to enable all children and young people to learn to sing, play an instrument and create music together, and have the opportunity to progress their musical interests and talents, including professionally.

Our Values

- **Creativity** – we champion creativity, nurture imagination and spark inspiration
- **Achievement** – we empower people to progress and excel
- **Inclusion** – we open doors, fostering inclusivity and accessibility
- **Awareness** – we recognise the impact of our actions and make ethical and informed choices
- **Joy** – we encourage fun, seeking enjoyment and opportunities for celebration

Kent Music's current business plan has four central aims:

1. Support schools to create the conditions where music thrives

2. Provide accessible music education pathways for all children and young people
3. Empower children & young people to pursue their musical aspirations
4. Deliver a sustainable business

Sitting across each aim is a commitment to equity, diversity & inclusion, and youth voice.

2 About Orchestra ONE

Orchestra ONE – the Orchestra of New Experiences, or simply O1 – is a large ensemble for young musicians between the ages of 11 and 18.

Members of Orchestra ONE come from a wide range of musical backgrounds and create their own original music during each four-day project. Every project offers a new experience influenced by changing themes, collaborations, and specialist tutor teams, but most importantly by the young musicians' own interests, styles and instrumentation.

Participants range from long term members to newcomers which ensures support and renewal as O1 continues to develop. A second, smaller O1 group for more advanced musicians, is also in progress which has co-created performances with the Jasmin Vardimon dance company.

3 About the Role

The O1 Manager will work with the Senior Leader, Tuition and Ensembles and the County Groups team to ensure the three courses each year are well administered, safe, and musically and educationally successful.

The O1 manager will oversee each project and champion the project within Kent Music, with schools and partners, and in the wider community. The O1 manager will think strategically about the future development and growth of the ensemble, building up to 50 members over time and diversifying the Musical Director and tutor pool.

4 Job Description

4.1 Activities, courses and concerts

- 4.1.1 Work with the Senior Leader, Tuition & Ensembles to plan O1 provision for up to two years in advance
- 4.1.2 Ensure diary dates and schedules are published keeping staff and students informed of dates and venues at appropriate times
- 4.1.3 Complete venue bookings to include specific on-site requirements ensuring all required facilities will be available and a risk assessment has been completed and signed-off
- 4.1.4 Arrange for audio and/or video recordings of the group during rehearsals and/or performances where appropriate
- 4.1.5 Ensure logistics are pre-planned, organised and booked, e.g. van hire, venue(s), PA system, etc.
- 4.1.6 Manage the set up/pack down of courses and concerts
- 4.1.7 Work with the Communications Manager to produce copy for marketing and promotions, website and social media

4.1.8 Implement and document effective safeguarding, risk management, and Health & Safety processes including monitoring appropriate standards of supervision and behaviours of both staff and students

4.1.9 Be present throughout all O1 courses and concerts

4.2 Student recruitment

4.2.1 Work with the Senior Leader, Tuition & Ensembles and Area Managers to identify and promote progression routes into O1

4.2.2 Work with the Senior Leader, Tuition & Ensembles and Inclusion Development Manager to ensure inclusion, diversity and equality policies (including youth voice) are imbedded throughout O1 programming and recruitment

4.2.3 Implement evaluation tools and analyse results to better inform recruitment and group development

4.3 Staff recruitment

4.3.1 Work with the County Programmes Lead to establish and maintain a pool of appropriate MDs, tutors, and pastoral staff

4.3.2 Work with the County Programmes Lead to contract qualified sessional staff who comply with KM policies and employment law

4.3.3 Ensure engaged sessional staff receive an induction to Kent Music and O1

4.3.4 Arrange outreach workshops if identified as a need in the strategy

4.3.5 Arrange a pre-course planning meeting for staff, and take and share minutes

4.4 Budget

4.4.1 Work with the County Programmes Lead for input to budget preparation

4.4.2 Exercise financial control when negotiating fees for venues and other associated resources.

5 Person Specification

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications and training | | |
| Safeguarding – Level 1 | ✓ | |
| Chaperone qualification | | ✓ |
| GDPR qualification | | ✓ |
| First Aid at work/First Aid for Children and Young People | | ✓ |
| Knowledge, skills, and experience | | |
| Wide ranging personal ensemble experience including performance | ✓ | |
| Extensive knowledge and experience of developing large ensembles for young people | ✓ | |
| Knowledge of current practice in music education and youth ensembles | ✓ | |

| | | |
|--|---|---|
| Excellent communicator, relates well to school staff, teachers, colleagues, personnel from other organisations, and young people aged 11 to 18 | ✓ | |
| Practical experience of pastoral duties in educational and performance environments | ✓ | |
| Commitment to CPD and readiness to undertake training | ✓ | |
| Willingness to work year-round especially during school half term holidays | ✓ | |
| Strong team leader, worker and player | ✓ | |
| Able to undertake regular physical activities and manual handling tasks | ✓ | |
| Over 25 years of age to comply with mandatory vehicle insurance requirements; holder of a full clean UK driving licence | ✓ | |
| Confidence in driving larger vehicles and/or vans | | ✓ |
| Proficient in Microsoft Office applications (especially Outlook, Word, and Excel), and able to learn other platforms as required | ✓ | |
| Kent Music attributes | | |
| Able and willing to work flexibly across the organisation | ✓ | |
| Knowledge and experience of safeguarding and GDPR processes | | ✓ |
| Commitment to equality, diversity & inclusion, and youth voice | ✓ | |
| Experience of working in the arts and/or charity sector | ✓ | |

Safer Recruitment Statement

Kent Music is committed to the safeguarding of all its learners and staff. Safeguarding is a priority, with arrangements in place to ensure learners feel and are safe during Kent Music activities.

The learner experience and individual achievement are paramount, and safeguarding initiatives are developed to impact positively upon this. Kent Music ensures safeguarding legislation and guidance are adhered to, and taken into account when developing and revising policies, procedures, and associated arrangements. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise Kent Music's commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary safety checks.

Kent Music has a 'Designated Safeguarding Lead' responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services. Kent Music has appropriate policies and procedures in place to deal effectively with child protection and safeguarding issues, together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities. Kent Music's trustees, Senior Leadership Team, and the safeguarding working group will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff, and volunteers.

Diversity and Inclusion Statement

Kent Music values diversity and particularly welcomes applications from under-represented groups of the community.

To address barriers, we will consider reasonable adjustments and access requirements throughout the application and interview process. Please alert us about anything we can do to make your application and interview process as accessible as possible.