

Post	<p>Project Manager, Northern Ireland branch</p> <p>In its 30th year, the Northern Ireland branch is at an exciting stage of its development, in line with Live Music Now UK's new strategic intent. This is a new role created to significantly grow capacity within the Northern Irish branch. Working alongside the Director, the post holder will manage the delivery of music programmes in health, care, education and community settings, on time and on budget. The post holder will also identify and develop sources of project funding and support branch marketing and communications.</p>
Salary	£25,000 FTE per annum (£15,000 pro rata 0.6 FTE/3dpw)
Job type	Part time, 3 days per week (with option to work flexibly). Fixed term contract for 12 months, with possibility of extension.
Starting	April / May 2022
Location	This is a home-based position (across Northern Ireland) and the candidate will need to have access to adequate broadband (IT equipment and homeworking allowance provided). The post holder will also need to be willing to travel around NI, and on occasion within GB.
To Apply	<p>Please send a covering letter outlining how you meet the criteria, along with your CV, by email with "[Project Manager, Northern Ireland branch]" in the subject line to jobs@livemusicnow.org.uk. by 5pm Monday 14 March 2022.</p> <p>Please include the names and contact details of two referees who are in a position to comment on you professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before interview).</p> <p>If you would like to submit your application in another format we would be happy to accommodate this. Please contact the office on 020 7759 1803 or email emily.roberts@livemusicnow.org.uk so that suitable alternatives can be discussed.</p>
Shortlist notification	By Friday 25 March
Interviews	TBC w/c 4 April
Notification	We regret we are unable to provide feedback unless you are shortlisted. We will notify you to let you know if you have been shortlisted or not.
	<p>Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from people who are under-represented in the cultural sector, including those facing disabling barriers or who have experienced racism.</p> <p>LMN is a flexible and accommodating employer; flexible working including remote/home working is fully supported.</p>

Live Music Now

Live Music Now is a charity working and campaigning to create inclusive, measurable social impact through the power of music. Our professional musicians work with older people (many living with dementia), children and young people facing disabling barriers, families living through challenges; and carers and key workers. By connecting people through music and evaluating its impact, we advance musical practice and change how we understand and support underrepresented and vulnerable people in our society. Our work is evidenced as enhancing health and wellbeing and building skills, confidence and engagement.

Live Music Now reaches over 85,000 people a year and trains and employs 250 professional musicians. You can find our musicians in care homes, hospitals, community settings, schools, libraries and hospices in England, NI and Wales and in Scotland with our sister organisation Live Music Now Scotland. For more information visit [our website](#)

The Northern Ireland branch of Live Music Now started in 1992 and engages almost 10,000 people each year. We currently have 20-30 musicians on our scheme, who work in a range of settings. We offer a hybrid model of activities incorporating in-person concerts and residencies alongside a digital offer.

This fixed term post marks an exciting new phase in the branch's development, with the ambition that it will become permanent after the initial 12 months. We are looking for a highly motivated candidate with the essential skills, drive and passion to support our growth.

1) Organisational Structure

Live Music Now operates throughout the UK, with English branches covering South East, South West, and across the North, and national branches covering Northern Ireland and Wales with a sister organisation in Scotland. This post is based in Live Music Now Northern Ireland and will work closely with the Branch Director, and key members of the UK team.

A team of Strategic Directors leads the development of LMN's work in the areas of Adult Social Care, Healthcare, Children and Young People and Musicians' Development, delivered through the branch network across the UK. Each branch is run by a Director who reports to the Executive Director. The Exec Director reports to the Chief Executive, who in turn reports to the Chairman and Board of Trustees.

2) Main duties & responsibilities

Project Management

- Managing a range of music projects and residencies, as delegated by the Branch Director, on time and on budget, including developing the project brief, scheduling, liaising with musicians and hosts;
- Occasional site visits to observe project activity;
- Working with the Branch Director and relevant Strategic Director to ensure appropriate monitoring and evaluation procedures are implemented;
- Liaising with musicians and partners over documentation of activities by photography, film and audio in consultation with relevant LMN staff, and ensuring appropriate consent is in place;
- Preparing reports as required both for internal and external use;
- Representing the branch at meetings with project partners.

Fundraising

- Researching funding opportunities and writing applications with support from the Branch Director.

Administration

- Entering events onto database (Blackbaud's Raiser's Edge) and generating contracts and schedules for musicians and venues;
- Soliciting feedback/evaluation from venues, participants and musicians and entering onto database/survey software as required;
- Keeping contact details, for musicians, advisory group and venues up to date on the database;
- Booking rooms for committee meetings, training etc as required;

- Management of equipment held which is loaned out to musicians: iPads, keyboard, percussion;
- Attending and taking minutes at quarterly LMN Advisory committee meetings;
- Updating the office online diary as required.

Finance

- Monitor project spend and manage project budgets;
- Process and generate invoices with QuickBooks software (training provided).

Marketing and Communications

- Collating project information, images and quotes for regular updates on LMN's website and social media;
- Identifying and drafting news stories;
- Organising photo and media opportunities;
- Creating and maintaining database of partners, potential funders, stakeholders and others.

Musicians' Management

- Supporting the Branch Director to liaise with musicians, and support their involvement and development with us;
- Event management for training and events programme;
- Managing Access NI checks for all new musicians in line with LMN Safeguarding policy;
- Keep all musicians' public-facing biogs and photos up to date in line with LMN Communications policy.

Additional Tasks

- Occasional deputising for the Branch Director at external events;
- Undertake any other duties as requested by the Branch Director, relevant to this post.

3) Terms & Conditions

The post is contracted on a fixed term basis. The salary will be £25,000 FTE per annum, (£15,000 pa 0.6 FTE) and will be paid monthly.

- a) The appointment is subject to:
 - i) four weeks' notice of termination on either side
 - ii) A probationary period of three months
- b) Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.
- c) The postholder will work from home. IT equipment and a homeworking allowance will be provided. The postholder must also be prepared to travel around NI and on occasion, within GB.
- d) Live Music Now provides a pension scheme for all eligible staff, paid through the payroll. The organisation makes a contribution of 3% of your salary to the scheme after probation has been completed.

4) Equal Opportunities

Live Music Now is an Equal Opportunities employer. We promote the following basic rights for everyone associated with us:

- to be treated with respect and dignity
- to be treated fairly at all times

regardless of colour, race, age, nationality, gender, gender reassignment, marital status, disability, sexual orientation or religion or belief, and with consideration of needs for flexible hours and work patterns.

Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.

Project Manager
Person Specification

	Essential	Desirable
Experience		
Minimum of two years' experience within an arts, cultural or voluntary organisation, or equivalent.	x	
Skills/competence		
Project Management skills, including planning, implementation and monitoring of multiple projects simultaneously.	x	
Proven organisational skills and the ability to juggle a varied and fast-paced work-load.	x	
Demonstrable working knowledge of the funding environment (statutory, trusts and foundations and/or others) including ability to develop proposals in line with funder priorities.	x	
Efficiency in managing office systems with attention to detail.	x	
Highly literate across a range of ICT packages (MS Office suite, and databases – we currently use Blackbaud Raiser's Edge) including familiarity with remote working tools, including Dropbox and Zoom.	x	
Excellent organisational and time-management skills, together with a good telephone manner.	x	
Good problem solving skills	x	
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners.	x	
Able to represent the organisation, communicate confidently, and to deputise for the Branch Director in their absence	x	
Working knowledge of marketing tools, including use of social media to engage audiences and stakeholders.		x
Finance		
Confidence in managing and updating budgets	x	
Familiarity with using QuickBooks or similar finance system		x
Knowledge and approach		
Commitment to diversity, inclusion and equal opportunities	x	
A passion for and understanding of music as a vehicle for social impact	x	
Understanding of, and commitment to, safeguarding	x	
An awareness of health, social care and/ or education sectors in Northern Ireland.		x
Other		
Energetic, creative, entrepreneurial and committed.	x	

Highly-motivated with initiative; able to set priorities, meet targets and work alone, while operating as part of a wider team under direction.	x	
Ability to work as part of a team and develop effective relationships, remotely.	x	
Clean driving licence and own car.		x