

## Interim Director, South East Branch

<b>Salary</b>	£43,071 FTE
<b>Job type</b>	Part-time: 0.6 FTE (22.5 hours per week)  Fixed-term contract to 31 March 2022
<b>Starting</b>	<b>As soon as possible</b>
<b>Location</b>	This post will be based at Somerset House in London although home working is supported.
<b>To Apply</b>	Please send CV and covering letter to <a href="mailto:jobs@livemusicnow.org.uk">jobs@livemusicnow.org.uk</a> by <b>noon on Monday 5 July 2021</b> . Please include the names and contact details of two referees who are able 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 an offer has been made).
<b>Shortlist notification</b>	Friday 9 July 2021
<b>Interviews</b>	Thursday 22 July 2021 at Somerset House, Strand, London
<b>Notification</b>	We regret we are unable to acknowledge receipt of applications. If you have not heard from us within two weeks of the closing date, please assume your application has not been successful on this occasion.
	Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from LGBT+ (lesbian, gay, bisexual and transgender) people, people with disabilities and people from black, Asian and minority ethnic backgrounds.  LMN is a flexible and accommodating employer; flexible working including remote/home working is fully supported.

**Live Music Now** fosters musical lives. We recognise the transformative power of music as a connector, language and powerful tool for social change. Our world class musicians connect musically with people experiencing challenging, excluding and complex life-experiences or circumstances, working together to create engaging, interactive, evidence based live music sessions that meaningfully enhance health and wellbeing, improve communication, strengthen relationships and deliver positive effects long after the last note has been played.

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: [Welcome | Live Music Now](#)

## **Organisational Structure**

Live Music Now operates throughout the UK, with English branches covering London & South East, South West, North West and North East and national branches covering Northern Ireland and Wales. Scotland is covered by our sister organisation LMN Scotland

A team of Strategic Directors leads the development of LMN's work in the areas of Care, 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.

Live Music Now South East is the organisation's longest established branch, well developed and very active, with a high profile across its operating areas. The branch is responsible for organising activities in Greater London and the South East, Home Counties and Eastern England, currently amounting to around 600 performances and workshops a year, largely delivered as part of long term, progressive projects. The SE branch is responsible for a pool of over 60 ensembles.

The SE branch team is made up of a part-time Director supported by a part-time Projects Manager.

### **Branch Director**

The Director will take the lead on the strategic and artistic development of the South East branch of Live Music Now (LMN) in line with LMN's mission, developing and liaising closely with the Executive and Strategic Directors. They are responsible for overseeing the branch's project delivery, maintaining the level of activity and high standards for which the branch has become known, and fundraising for a proportion of the branch's project activity and running costs, with support from the Development Director and Exec Director.

This is a very creative development post, with scope for initiative and new ideas and the potential to expand the role.

### **The post holder will:**

#### **a) Branch Development**

- Research into relationships that should be developed with key corporate partners, third sector organisations, specialist providers, local authorities and funders with a view to developing effective partnerships.
- Maintain current working relationships with external partners and wider stakeholder group (e.g. outside agencies, advisors, funders, clients, service providers).

#### **b) Fundraising**

- Take responsibility for ensuring that sufficient funds are raised for the successful running of the branch in line with targets set by the CEO.
- Research funding opportunities with a focus on trusts and foundations and commissioned services.
- Maintain and develop the funding base for LMN SE branch activities.
- Work with the Project Manager to submit effective funding applications and funding reports.
- Explore new opportunities offered by public funding bodies (Lottery, local government etc).
- Devise new initiatives and put together imaginative and carefully budgeted project proposals, in liaison with the branch Project Manager and Strategic Directors.

### **c) Project Management**

- Allocate and share responsibility for the delivery of the branch's projects with the Project Manager.
- Liaise with the wider LMN team, Strategic Directors and delivery partners to ensure the programme aligns closely with LMN's strategic goals and objectives, focusing on LMN's core beneficiary groups: Wellbeing/Older and SEN/children and supporting Musicians' Development.
- Oversee efficient systems for:
  - generating contracts;
  - entering records of all activities on LMN's online database/central information system;
  - invoicing and processing payments;
  - obtaining feedback and donations;
  - providing information for branch and UK monitoring and evaluation purposes.

### **d) Musicians' management**

- Support the launch of LMN's new inclusive recruitment programme in conjunction with the Executive Director.
- Develop partnerships and identify networks to work with that will support LMN's aim of recruiting a more diverse pool of musicians.
- Oversee the induction of new musicians based in the South East.
- Oversee the monitoring of musicians, organisation of training and mentoring and providing pastoral support for them throughout their time on the scheme.

### **e) Advocacy/Communications**

- Advocate for and raise awareness of LMN in the London & South East region and manage the development and maintenance of good relationships with the media, external funders, stakeholders, the community and supporters in order to raise awareness and promote projects.
- Liaise with LMN UK Communications to support documentation of projects to create digital and printed marketing materials.
- Promote project work in line with LMN's Communications Strategy.
- Liaise with service providers and staff in settings such as special schools, adult training centres, hospitals, hospices, residential homes and community groups to establish new working relationships and prospects for project delivery.
- Represent the public face of LMN South East and attend performances with current and potential funders and supporters to promote the scheme.

### **f) Administration**

#### *General*

- Oversee LMN SE Project Manager in correct use of LMN central information systems, maintain branch office systems and develop new ones where appropriate.
- Participate in training and information briefings and maintain an up-to-date knowledge of the sector.
- Undertake any other duties as requested by the Executive Director or CEO relevant to this post.

#### *Financial*

- Manage the branch budget and administration in accordance with financial procedures and in close liaison with the Executive Director and Chief Executive.
- Responsibility for moving LMN South East's accounts over to a new financial model.
- Ensure that branch management accounts are submitted on a monthly basis.
- Ensure that project planning and fundraising is conducted on a full cost recovery model.
- Responsibility for the South East bank account; pay musicians and all ongoing expenses.

## Terms & Conditions

The post is contracted on an employed basis. The salary is £43,071 (FTE) per annum for 22.5 hours a week (3 days), and will be paid monthly, subject to any appropriate tax deductions.

- a) The appointment is subject to:
  - i) four weeks' notice of termination on either side;
  - ii) a probationary period of one month.
- b) Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.
- c) Live Music Now provides a pension scheme for all eligible staff, currently set as 3% of salary, with employer contributions at 5%.

## Equal Opportunities

Live Music Now endeavours to be an Equal Opportunities employer. Live Music Now will promote the following basic rights for everyone associated with it:

- 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.

## Access

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](mailto:emily.roberts@livemusicnow.org.uk) so that suitable alternatives can be discussed.

This 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. It is subject to change and will be reviewed regularly.

*“Choosing to be a professional musician is a challenging path, but LMN has taught me, in the deepest way, why music is fundamental and universal.”*

**Anna Sideris – soprano**

*“The excellent ‘Live Music in Care’ report from Live Music Now is a big step forward in showing what live music can do. This is much more than simply entertainment. If done well, live music can help care homes achieve all the key indicators of quality person-centred provision that CQC inspectors are looking for.”*

**Andrea Sutcliffe – Former Chief Inspector, Care Quality Commission**

<b>Person specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
At least 3 years' experience of managing a successful arts organisation, department or major project.	X	
Demonstrable experience in researching and developing new partnerships with other organisations in the arts, education or health sectors.	X	
Proven fundraising ability and experience in fostering good relationships with potential and existing funding bodies.	X	
Experience leading a team and managing support staff		X
<b>Skills/competence</b>		
Proven organisational and project management skills	X	
Efficiency in managing office systems		X
Advanced IT skills	X	
Good organisational and time-management skills, together with a good telephone manner and first-rate verbal and written skills	X	
<b>Finance</b>		
Experience of setting and controlling budgets	X	
Basic book-keeping and financial reporting skills	X	
<b>Knowledge and approach</b>		
An interest in the professional development of musicians		X
An understanding of and commitment to the role live music can play in driving social change		X
An empathy with all styles of music	X	
A strong commitment to the development of access to the arts for disadvantaged and disabled people		X
An understanding of local arts and public funding systems.		X
An understanding of either health, social services or education sectors.	X	
<b>General</b>		
Energetic, creative, entrepreneurial and committed	X	
Highly motivated, able to set priorities, meet targets and work alone, while operating as part of a wider team	X	
Willingness to travel throughout London/South East	X	
A commitment to ensuring that diversity and inclusion underpins all of your work	X	
Enhanced DBS certificate (LMN will organise a check, if no other exists, prior to confirmation of any offer)	X	