

Post	National Director, Wales
Job type	Full time, permanent contract
Salary	Pay scale £45,000-£50,000 (Live Music Now operates a competency-based framework, rather than an experience-based framework)
Starting	From January 2023
Location	This role covers the whole of Wales. Regular work (day every 2/3 weeks) will be required in the Cardiff office with the whole Wales team. This role is suitable for home working, or a hot desk can be provided outside of Cardiff.
To Apply	<p>Please upload a covering letter in English outlining how you meet the criteria and your CV to this link: https://www.surveymonkey.co.uk/r/NatDirLMNWales by 23:59 on Sunday 25th September 2022.</p> <p>Please include the names and contact details of two referees who can comment on you in a professional capacity, 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>
Closing date	23:59 on Sunday 25 th September 2022
Shortlist notification	Week commencing 3 rd October 2022
Interviews	<p>First round online over zoom. Second round to take place in person in Cardiff.</p> <p>1st Interview: week of 10th October 2022; 2nd Interview: week of 17th October 2022</p> <p>Please advise in your covering letter if you are NOT available during this period or if you require additional support at interview.</p>
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.
Language	<p>Due to the nature of this role, Welsh-speaking competency and English fluency is required. Candidates will be required to speak, read, and write Welsh to a minimum of Level 3 (see Welsh language skills matrix). This will be tested at interview.</p> <p>Level 3 candidates should be prepared to continue their Welsh language learning as the job will require regular and sustained communications across multiple platforms in Welsh.</p>
	<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 and our organisation, including those facing disabling barriers or who have experienced racism.</p> <p>All Disabled candidates who meet the essential criteria will be interviewed. Short-listed candidates will have the opportunity to discuss their access requirements for the interview.</p> <p>LMN is a flexible and accommodating employer; flexible working including remote/home working is fully supported.</p> <p>If you require help completing the online application form, or if you would like to submit your responses in a different format, please email emily.roberts@livemusicnow.org.uk or call 020 7759 1803.</p>

1) Live Music Now

Live Music Now is a charity that has been working and campaigning since 1977 to create inclusive, measurable social impact through music. By harnessing the connective power of 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 enhances quality of life, health and well-being and promotes equity of opportunity by recognising the creative potential of every individual.

At the core of our theory of change is the commitment to **deliver social impact through music**. We create that social impact through musicians, whom we consider to be our most valuable partners and our greatest asset and seek to serve the ever-increasing need from communities facing social exclusion and disadvantage.

We achieve this through three commitments:

1. Supporting the musical lives of people experiencing disadvantage and social exclusion
2. Developing and supporting the workforce of professional musicians to ensure quality of practice, addressing underrepresentation by creating inclusive pathways to viable careers, and delivering the best outcomes for the communities we serve.
3. Advocating and evidencing the transformative benefits of live music on learning, development, health, and wellbeing

We employ and train over 300 professional musicians to work with older people (many living with dementia), children and young people (CYP) facing disabling barriers, early years and families, carers and key workers supporting others.

Our work reaches over 85,000 people, in person and online, performing, collaborating on, and creating music through 1:1 and group sessions, residencies in care settings, special schools & hospitals, and concerts. Our work helps participants communicate & make social connections, develops skills, and increases confidence and resilience.

Our programmes are underpinned by research and cross-sector partnerships, across England, Wales, Northern Ireland and internationally. For more information visit [our website](#)

2) Organisational Structure

Live Music Now operates throughout the UK, with a tri-nation approach in England, Ireland and Wales. We have a sister organisation in Scotland, and international collaboration with independent Live Music Now organisations in Europe and beyond.

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 network of teams across the UK. Each team is run by a Director, who reports to the Executive Director. The Executive Director reports to the Chief Executive, who in turn reports to the Chairman and Board of Trustees.

3) The Post of National Director, Wales Live Music Now

This is an executive role within Live Music Now, providing an exciting and rewarding post with significant opportunities to build upon and strengthen Live Music Now in Wales's successes so far. The Trustees of Live Music Now have set an ambitious plan for growth through the new Strategic Intent and are keen to see Live Music Now in Wales to develop both economically and in influence across Wales and the rest of the UK.

We are looking for a highly motivated, ambitious individual to help us deliver sustainable growth in Wales and across the UK. A deep understanding of Wales, and the social issues present in the country are essential, and as we seek to expand our work across the country, the ability to speak, read and write in Welsh is required. Previous experience in music or culture is not required, but candidates must be passionate and informed as to why music is such an effective vehicle for change.

Live Music Now has been working in Wales since 1990, delivering over 10,000 performances since that time, now averaging 650 musical sessions annually and working in each of the 22 Welsh counties. The staff team includes two Senior Project Managers, a project coordinator (post currently vacant) and the office is based in Cardiff Bay. Live Music Now in Wales is proud to be a portfolio organisation, receiving annual funding from the Arts Council of Wales with whom meetings take place annually to discuss activities and agree targets for the following year.

Live Music Now in Wales has a number of long-standing relationships with other organisations which include Arts Care Gofal Celf in West Wales, local authorities, Arts & Business Cymru and major festivals and is constantly seeking to build upon these and establish new partners. LMN Wales is also a member of the newly formed Music Partnership Forum Wales.

There are currently over 50 musicians from or living in Wales on the scheme and LMN Wales often invites musicians from other parts of the UK to work in a specific area. The branch has a roster of distinguished alumni who have maintained a strong relationship with the scheme. This national branch has an enthusiastic and supportive Advisory Committee, four of whom sit on the Fundraising Sub Committee.

4) Key responsibilities

- Leadership to deliver the strategic development of the organisation in Wales, including management of and support for the Wales staff team;
- Financial oversight of Wales operations including national and project budgeting and cash flow for Wales, monitoring and reporting;
- Implementing the fundraising strategy, involving the CEO, Development Director and Wales Trustee on the Live Music Now Board fully, to support the core costs of the organisation;
- Promotion of the organisation to key stakeholder groups and partners;
- Organisation-wide leadership as a member of the Senior Management Team, working to deliver Live Music Now's Strategic Intent and annual turnover;
- Reporting to the Wales Advisory Committee and UK Board of Trustees on behalf of the nation.

The work falls into the following categories:

Governance

- Ensure the delivery of Live Music Now's objectives through implementation and rolling review of the UK and Wales Business Plans.
- Ensure Live Music Now's Welsh activities comply with legal regulations and sector best practice.
- Regular reporting to Arts Council of Wales and other major funders
- Work with the CEO and SMT to provide support for the development of the Board of Trustees, including the recruitment of Welsh Trustees and committee members.

Finance/Operations

- Produce and deliver an annual budget and fundraising strategy for Live Music Now in Wales
- Produce and deliver additional budgets and business plans as may be required by the Board or public funders, ensuring they are appropriately monitored and updated.
- Ensure that branch accounting systems are maintained accurately and in accordance with the requirements of Live Music Now's appointed auditors.
- Responsibility for Wales bank account.
- Ensure that the processes and systems are fit-for-purpose and complied with, working across the organisation to implement improvements and efficiencies

Fundraising

- Lead on fundraising for the branch's core costs through research, development and submission of grant applications to a range of public funders, trust and foundations and undertake stewardship of individual donors.
- Work with the CEO to set growth targets for Live Music Now in Wales, managing ambitious growth with sustainable development of the organisation
- Implement Live Music Now's organisational fundraising strategy, working with the Development Director.
- Maintain and develop relationships with major donors (including public bodies, individual givers and trusts and foundations).
- Support Live Music Now in Wales team in devising new initiatives and putting together imaginative and carefully budgeted project proposals.
- Grow the Unrestricted Reserves of Live Music Now in Wales in line with organisational reserves policy and targets

Beneficiary Group Development

- In consultation with the Beneficiary Group Strategic Directors, support the implementation of the strategy for the development of Live Music Now through flagship projects and branch activity, aligning the organisation with key partners and initiatives in Wales, seeking to maximize effectiveness through collaboration.
- In collaboration with CEO, Development and Strategic Directors, support the brokerage of partnerships, consulting fully with national and regional agencies to encourage involvement with the organisation at a strategic level and develop diverse income streams.
- In collaboration with the Executive Director, staff team, partners, and alumni mentors, ensure a uniformly high standard of entry to the scheme across Wales.

Advocacy/Communications

- Advocate for and raise awareness of Live Music Now with media in Wales, external funders, stakeholders, the community and supporters.
- Represent Live Music Now at public events, conferences, and symposia to share the impact of Live Music Now's unique approach to musicians' development and outreach.
- Support the Development Director and Communications Consultant in the development and distribution of advocacy materials (digital and printed) in line with Live Music Now's Marketing Strategy.
- Support the Wales Committee in the production of public events to raise the profile and support fundraising for Live Music Now.

Management/Administration

- In consultation with the CEO and Exec Director, and Chair of the Wales Committee ensure the structure of the organisation is appropriate to the organisation's needs and resources.
- Line-manage Senior Project Managers in Wales and oversee the Wales team.
- Recruit and manage staff team as required, including annual reviews, appraisals and HR Support.
- Ensure internal processes are fit for purpose, with support from UK Operations Manager

General Requirements

- Participate in training and information briefings and maintain an up-to-date knowledge of the sector.
- Undertake any other duties as requested by the CEO, Executive Director or Chair of Welsh Committee relevant to this post.

5) Terms & Conditions

This role is contracted on a permanent basis on the Strategic Director salary scale of £45,000-50,000 (movement within the scale is subject to competency-based review at appraisal).

- a) The appointment is subject to:
 - i) Three months' notice of termination on either side.
 - ii) A probationary period of six 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 National Office is located in Cardiff. Core hours are between 10am and 3pm and senior staff are expected to be available during this time. Live Music Now offers flexible working arrangements, though we anticipate that the National Director Wales will need to work from the office for a proportion of their time, whilst also being prepared to work from home, travel around Wales, and occasionally UK wide.
- d) Live Music Now provides a pension scheme for all eligible staff once their probation period has been completed successfully, paid through the payroll. The organisation makes a contribution of 3% of your salary to the scheme after probation has been completed.

Equal Opportunities

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 and our organisation including those facing disabling barriers or who have experienced racism.

All Disabled candidates who meet the essential criteria will be interviewed. Short-listed candidates will have the opportunity to discuss their access requirements for the interview.

Live Music Now is a flexible and accommodating employer; flexible working including remote/home working is fully supported.

If you require help completing the online application form, or if you would like to submit your responses in a different format, please email emily.roberts@livemusicnow.org.uk or call 020 7759 1803.

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.

National Director Wales - Person specification

	Essential	Desirable	Assessed
Experience/Competency			
At least 3 years' experience of managing a successful arts/social-impact/third-sector organisation, department, or major project. Or transferrable experience through work in healthcare or social care with a solid understanding of third-sector practice.	x		Application & Interview
Demonstrable competency in managing and developing new partnerships with other organisations in the culture sector, social impact, education, or health sectors.	x		Application & Interview
Proven fundraising ability and experience in fostering good relationships with potential and existing funding bodies.	x		Application & Interview
Proven competency in developing earned revenue	x		Application, Test & Interview
Ability to develop and deliver projects and programmes in line with organisational strategy	x		Application, Test & Interview
Experience managing support staff.	x		Application
Skills/competency			
Proven organisational and project management skills.	x		Application & Interview
Efficiency in managing office systems.	x		Application
Advanced office IT skills (office suite and adobe)	x		Application
Excellent organisational and time-management skills, together with first rate verbal and written skills	x		Application, Test & Interview
Knowledge of organising fundraising events		x	Application
Welsh-speaking – minimum Level 3	x		Application, Test & Interview
Finance/Strategy			
Strong financial acumen and analysis skills	x		Application, Test & Interview
Experience of setting, managing, and reporting against budgets	x		Application & Interview
Ability to develop and apply national strategies to Welsh context	x		Application & Interview
Knowledge and approach			
An understanding of the emotional, educational, social, and therapeutic benefits of the arts	x		Application & Interview
A broad knowledge of music		x	Application
A strong commitment to the development of access to culture for disadvantaged people	x		Application, & Interview

Knowledge and understanding of cultural sector funding and other funding systems	x		Application, Test & Interview
A broad range of contacts within the cultural sector/health sector/education sector in Wales (in particular Arts Council Wales)		x	Application
In-depth understanding and experience in working with one of our core beneficiary groups: Early Years, Disabled children and young people, older adults in healthcare, residential care or the community, or frontline workforces in education, healthcare or adult social care.	x		Application, Test & Interview
General			
Energetic, creative, entrepreneurial and committed	x		Interview
Highly motivated, able to set priorities, meet targets and work alone, while operating as part of a wider team	x		Application & Interview
Willingness to travel throughout Wales, and throughout the UK	x		Application
Driving licence and car		x	Application
Enhanced DBS Disclosure certificate (LMN will organise a check if no other exists) prior to confirmation of any offer)		x	Application