

Post	<p>Projects and Marketing Apprenticeship, Live Music Now (North)</p> <p>This role has been created to support our ambition to be an organisation which leads in creating positive and lasting social change. This hands-on post offers you the opportunity to develop your professional management skills in the context of marketing and project development. Our team will support you as you gain understanding, knowledge and the skills to support our work across the UK and beyond.</p> <p>Every day will be different Every day will have an impact</p> <p>This post is the ideal opportunity for a well organised individual with some experience of project management and an interest in music education and/or music in health care. Course fees for the Chartered Manager Fast-Track Degree Apprenticeship would be covered by Live Music Now and the Government Funding Agency (ESFA).</p>
Salary	£20,000 (to be reviewed after 1 year in post)
Job type	<p>Applicants must be interested in completing the Chartered Manager Fast-Track Degree Apprenticeship (https://www.mmu.ac.uk/media/mmuacuk/content/documents/apprenticeships/Chartered-Manager-FT-Apprenticeship-brochure.pdf)</p> <p>Full-time: 5 days (37.5 hours) per week. Fixed-term contract for duration of apprenticeship (2.5 years), with possibility to extend. We will consider requests for flexible working on hiring.</p>
Starting	Start date for the role - January 2022, course starts February 2022.
Location	This is a home-based position, with one day per week in the office in Manchester, Liverpool or York. Teaching for the Chartered Manager Degree is based in Manchester at MMU Business School.
To Apply	<p>Please send CV and covering letter to jobs@livemusicnow.org.uk by 5pm Monday 6th December 2021. 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	w/c 6th December 2021
Interviews	w/c 13th December 2021
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, though some in-office work will be required for this post.</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: [Live Music Now - Live Music Now](#)

1) Organisational Structure

Live Music Now operates throughout the UK, with English branches covering London/South East, South West, 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 North whose activity covers a wide area including Merseyside, Greater Manchester, Lancashire, Yorkshire and Tyne and Wear. The post holder will work closely with the regional Project Manager and North Branch Directors, with support from other members of the national 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) Degree Apprenticeship

This post is an Apprenticeship which is an opportunity to work in a paid position whilst also gaining a qualification. You will spend at least 20% of your contracted hours on off-the-job training and development; the role within Live Music Now provides the opportunity for you to gain the knowledge, skills and behaviours required to achieve the Apprenticeship;

All successful graduates are awarded a BA (Hons) Business Management Professional degree from Manchester Metropolitan University, as well as a Level 6 degree apprenticeship. Apprentices also gain Chartered Manager (CMgr) status if they successfully complete their end-point assessment.

Entry requirements for the Apprenticeship is a Level 4 business related qualification (<https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>) and ideally some management or supervisory experience. If you do not meet the academic entry requirements please contact us to discuss further. Course fees would be covered by Live Music Now and the Government Funding Agency (ESFA).

3) Main duties & responsibilities

Working with support from the Live Music Now team in the North region, to achieve the following:

Project Management & Administration

- Undertaking the management of small-scale and shorter term projects and residencies, including managing project delivery budgets with support from your line manager;
- Assisting with large-scale and longer term projects and residencies;
- Entering events onto the database and generating contracts, schedules and feedback forms for musicians and venues on a project-by-project basis;
- Visiting venues to observe project activity;
- Booking musicians for projects in a variety of venues;

- Supporting project monitoring and evaluation including assisting with development of evaluation materials, conducting interviews with participants and musicians, collating data for reports and assisting with preparing project reports for both internal and external use;
- Liaising with venues over documentation of activities by photography, film and audio in consultation with relevant LMN staff, and ensuring appropriate consent is in place;
- Assisting with the recruitment of new musicians – supporting the organisation of regional recruitment and training days;
- Assisting with small scale fundraising activity;
- Assisting with regional budget management – providing up to date information on project budgets, and checking invoices;
- Keeping contact details, for musicians, advisory group and venues up to date on the database;
- Assisting with the management of branch equipment which is loaned out to musicians: iPads, keyboard, percussion.

Marketing & Communications

- Collating project information, images and quotes for regular NW updates on LMN's website/social media news and annual reports. This may include conducting interviews with participants/musicians/venues and managing survey responses using Survey Monkey or Microsoft Forms;
- Drafting news stories and press releases with the support of the Marketing team;
- Monitoring social media on a regular basis to flag relevant posts from venues / musicians / project partners, liaise with the Marketing team to develop into further content;
- Assist with the creation of publicity materials for projects which may include flyers, postcards or brochures;
- Keep all musicians' database biographies and photos up to date in line with LMN Communications policy.

Additional Tasks

- Occasional attendance at events to provide front of house support or event management;
- Undertake any other duties as requested by your line manager, relevant to this post.
- 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.

4) Terms & Conditions

The post is contracted on an employed fixed-term basis. The salary will be £20,000 per annum for 37.5 hours a week (5 days), and will be paid monthly, subject to any appropriate tax deductions.

- The appointment is subject to:
 - four weeks' notice of termination on either side;
 - a probationary period of one month.
- Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.
- The post is home-based, with one day per week spent in either the Liverpool, Manchester or York office. We will pay a work from home allowance of £50 per month to cover associated costs. Travel to the designated office will be covered in addition to this at a rate of 45p/mile.
- Live Music Now provides a pension scheme for all eligible staff, currently set as 3% of salary, with a 5% contribution by us.

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.

Projects and Marketing Apprenticeship, Live Music Now (North) – Person Specification

	Essential	Desirable
General		
Interested in completing the Chartered Management Fast-Track Degree Apprenticeship – attending required teaching at MMU and completing relevant assessments	x	
Experience		
Some project management and/or office based work experience	x	
Some experience in an arts organisation, including some experience of outreach/participation activity		x
Experience of using social media (Facebook, Twitter, Instagram)	x	
Level 4 business related qualification (https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels)	x	
Skills/competence		
Proven organisational skills and the ability to juggle a varied and fast-paced work-load	x	
Efficiency in managing office systems with attention to detail	x	
Advanced IT skills (Excel, Office, PowerPoint, database)	x	
Good organisational and time-management skills, together with a good telephone manner	x	
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners	x	
Finance		
Experience of managing and updating budgets		x
Knowledge and approach		
A passion for, and commitment to, the role of music in education and music in healthcare, and its impact both on participants and musicians	x	
A sympathy with all styles of music and specialist knowledge in at least one.		x
An understanding of the social model of disability.		x
An understanding of health, social services or education sectors.		x
Other		
Energetic, creative, entrepreneurial and committed	x	
Self-starting and ambitious, highly-motivated, able to set priorities, meet targets and work alone, while operating as part of a wider team under direction	x	
Clean driving licence		x
Able to remain calm under pressure and solve problems	x	