



Project Manager, Live Music Now Northern Ireland
Job Description

Post	Project Manager - Northern Ireland
Salary	£30,000
Job type	Full time, 5 days a week (37.5 hours/week). Permanent. We are also open to applications from candidates wishing to work 4 days per week (30 hours).
Line Manager	Northern Ireland Programme Director
Start Date	Mid November – early December 2026
Shortlist notification	By or on 30 th October.
Interviews	2 nd and 3 rd November, online over Zoom.
Location	This is a home working position in Northern Ireland, with travel across Northern Ireland required. Working hours must include the core hours of 10am-4pm. Occasional evening and weekend work may be required.
To Apply	Please upload your CV and a covering letter outlining how you meet the criteria and detailing your sector knowledge to this link: https://www.surveymonkey.com/r/ProjectManagerNI by 12 noon, Monday 26 October. Please include the names and contact details of two referees who are in a position to comment on your work professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before interview).
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.
	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. Prospective candidates are warmly welcomed to call the recruiting Line Manager, Margaret Kelly, about this role ahead of their application, or if you would like to submit your responses in a different format. Please call 07527287792 or email margaret.kelly@livemusicnow.org.uk
AI guidance	We recognise that the use of AI tools is common and can be valuable when used intentionally. If you used AI in preparing your application, please briefly describe how in your cover letter. Most importantly, ensure that your application reflects

	you—your skills, experience, and perspective—rather than simply restating our job description or language.
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About Live Music Now

Live Music Now (www.livemusicnow.org.uk) is a charity founded in 1977 by renowned musician Yehudi Menuhin. We work and campaign to deliver social impact through music, helping to create a more inclusive and connected society.

We work with over 300 professional musicians, connecting them with older people, children and young people facing disabling barriers, families living through challenges, and those who care for others. Our programmes have been shown to enhance health and wellbeing, boost confidence and skills, and create opportunities by recognising the potential of every individual. Through inspiring musical experiences, we help people express themselves, create meaningful memories, gain agency in their lives, and find joy.

Our work is backed by research, partnerships, advocacy and musicians' training across England, Wales, Northern Ireland and in the international community. Although we are a relatively small organisation, we have a big impact in the UK's music, arts and healthcare sectors.

Live Music Now Northern Ireland started in 1992. We currently have [32 musicians](#) based in Northern Ireland, delivering around 400 music sessions in health, care, education, and community settings each year.

Our Organisational Structure

Live Music Now works alongside our communities through three main strands of work – Music in Education, Music in Health and Music in Place, delivered across the UK with distinct national offices in Northern Ireland and Wales.

The [Music in Education](#) programme offers enriching musical opportunities for children and young people, supporting personal development and wellbeing, particularly for those with additional learning needs in specialist education settings.

The [Music in Health](#) programme offers strategic music interventions across health and care settings, enhancing wellbeing and supporting the wider determinants of health through music.

[The Music in Place](#) programme focuses on community-led interventions across the life-course. Our projects explore heritage and environmentally focused projects, alongside programmes aimed at building resilience and supporting community cohesion.

Our programmes are supported by high-quality, specialist training that equips our professional musicians to work effectively with participants. This training is led by expert practitioners, including Live Music Now alumni.

The Northern Ireland staff team (Programme Director – 5 days/week, Project Manager – 5 days/week) works closely with colleagues in the Education and Health teams to plan and develop projects across Northern Ireland, and with central colleagues in Development and Operations. They are supported by a Strategic Director, Northern Ireland (0.5 days/week) who is also Strategic Director for Music in Education and a member of Senior Management Team.

Our work in Northern Ireland is currently supported by Arts Council of Northern Ireland, Derry City & Strabane District Council, Belfast Health and Social Care Trust, The National Lottery Awards for All, The Connect Fund and a range of commissioning partners.

Project Manager, Live Music Now Northern Ireland - Main Duties and Responsibilities:

Project Management

Manage a range of music projects and residencies, on time and on budget, including:

- Managing project plans, timelines and budgets.
- Liaising with partners including schools, community organisations, care settings and musicians.
- Creating contracts.
- Coordinating project documentation, including photography, film and audio, with appropriate consent.
- Securing feedback using Live Music Now evaluation frameworks.
- Reporting to funders.
- Managing safeguarding and risk.
- Actively seek new opportunities to meet Live Music Now's strategic goals.

Fundraising

Contribute towards Live Music Now's financial sustainability by:

- Researching funding opportunities, planning submissions and writing applications with support from the Programme Director and Development Manager.
- Contributing to annual fundraising targets and monitoring progress regularly with the Programme Director.
- Managing relationships with funders in line with funder stewardship protocols.
- Preparing end-of-project reports with support from the Programme Director.
- Securing commissions from new and existing partners for Live Music Now programmes.

Administration

- Use Live Music Now systems, including GoodCRM, to maintain accurate and up-to-date records of projects and events, participant numbers, feedback, musicians, partners and venues, and to support quarterly reporting.
- Maintain records of equipment on loan to musicians.
- Provide administrative support for Northern Ireland Advisory Group meetings.

Finance

- Maintain accurate financial records, including project cashflow, the funding pipeline and supplier invoices.
- Highlight financial risks and opportunities to the Programme Director.

Marketing and communications

Advocate for Live Music Now's work and impact internally and externally by:

- Creating and sharing engaging content across social media, the website and NI-specific mailings and newsletters.
- Creating flyers and other marketing materials using Canva and other software (training provided).
- Managing images and videos on Flickr and Vimeo in accordance with Live Music Now's data policies.
- Contributing to Live Music Now Communications team meetings.

Musicians' Management

Support the Live Music Now musician workforce by:

- Liaising with musicians about projects and training.
- Keeping up to date with musicians' skills, development goals, access requirements and other circumstances relevant to their work with Live Music Now.
- Managing AccessNI checks for musicians in line with Live Music Now's Safeguarding Policy.

Additional Tasks

- Contribute actively to team working and continuous improvement across Live Music Now.
- Occasionally deputise for the Programme Director at internal and external events.
- Undertake other duties relevant to the role as requested by the Programme Director.

Terms & Conditions

This is a permanent post, with a salary of £30,000 per annum for 37.5 hours per week, paid monthly.

The appointment is subject to:

- A six-month probationary period.
- Four weeks' notice during probation and six weeks' notice thereafter.

Occasional evening or weekend work may be required. There is no overtime pay, but pre approved time off in lieu will be arranged.

IT equipment will be provided.

Live Music Now provides a pension scheme for eligible staff following successful completion of their probationary period, with an employer contribution of 3% of salary.

Live Music Now supports flexible working, which may be possible in discussion with your line manager.

Notes

This job description is a guide to the role and its responsibilities and may be reviewed and updated from time to time.

**Project Manager, Live Music Now Northern Ireland:
Person Specification**

	Essential	Desirable	Assessed
Experience			
At least three years' relevant experience within an arts, cultural or voluntary organisation, or equivalent experience gained through employed or freelance work.	X		Application & interview
Experience of successful fundraising through trusts and foundations, corporate or community fundraising, gained through paid or voluntary work.		X	Application & interview
Skills/competence			
Strong project management and organisational skills, with experience of planning, prioritising, delivering and monitoring multiple projects.	X		Application & interview
Excellent written and verbal communication skills, with the ability to build effective relationships with a wide range of partners, musicians and stakeholders.	X		Application & interview
Experience of creating engaging content for social media and other communications.	X		Application & interview
Experience of updating websites using WordPress or similar.		X	Application, & interview
Experience of working with health, education, social care and/or community settings to organise and deliver projects.	X		Application & interview
Good working knowledge of the funding environment in Northern Ireland, including statutory funding, trusts and foundations and/or others, and the ability to develop proposals in response to funder priorities		X	Application & interview
Confidence in managing budgets, tracking income and expenditure and identifying financial issues.	X		Application, test & interview
Confidence in using a range of digital tools, including Microsoft Office and online meeting, file-sharing and data management systems.	X		Application & interview
Able to work independently and effectively from home, managing priorities and deadlines while remaining connected and working collaboratively as part of a wider team.	X		Application & interview
Able to represent Live Music Now confidently and deputise for the Programme Director when required.	X		Application & interview
Knowledge and approach			
An interest in supporting the development of professional musicians in Northern Ireland	X		Application & interview
An interest in music education, creative health and/or inclusive music practice	X		Application & interview
Commitment to widening access to high-quality music, particularly for people facing barriers to participation.	X		Application & interview
Commitment to diversity, inclusion, and equal opportunities	X		Application & interview

Understanding of, and commitment to, safeguarding	X		Application & interview
Commitment to continuous improvement and environmentally responsible working practices.	X		Application & interview
General			
Clean driving licence and own car		X	Application & interview

Your data and privacy

All applicants' data will be held on our system during the interview process for internal use only. After this time, only the personal data and references of the successful applicant will be kept: all data from unsuccessful applicants' will be destroyed or deleted from our records. Live Music Now commits to never sell or give away any individuals' data to external companies. Please see our Data and Privacy Policy for more details.

To be kept up to date with Live Music Now's work and news, please sign up for our newsletter on our website at www.livemusicnow.org.uk