



Project Manager (Maternity Cover), Live Music Now Cymru
Job Description

Post	Project Manager (Maternity Cover), Live Music Now Cymru
Salary Scale	£27,000 - £30,000 per annum. <i>Dependent on experience/competency</i>
Job type	Full time, 37.5 hours per week. Live Music Now Cymru is willing to consider a job share for this role. Please reference this on your cover letter if this is your preference, including availability.
Start Date	As soon as possible <i>Maternity cover fixed term until 28th July 2024 (with the possibility of extension)</i>
Shortlist notification	By 10th August 2023.
Interviews	16 th and 17 th August, preferably in person but adjustments can be made if required. Please note on your cover letter if you are available on these dates. There is a possibility of a second interview for successful candidates of the first round of interviews.
Location	Primarily Live Music Now Cymru office, Cardiff Bay, with optional part of the week working from home. Working hours are flexible, but will be inclusive of core hours, 10am-3pm. You may be needed for events scheduled across the week and rarely on the weekend (approximately two per year).
To Apply	Please upload your CV and a covering letter outlining how you meet the criteria to this link https://www.surveymonkey.co.uk/r/CymruPM23 by 9am on Monday 7th August 2023. 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, Live Music Now Cymru Director, Jen Abell, with any queries about this role ahead of their application, or if you would like to submit your responses in a different format. Please call 029 2048 8654 or email jennifer.abell@livemusicnow.org.uk



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](#)

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 Cymru and will work closely with the National Director and project team, and key members of the UK-wide 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.

LMN has been working in Wales since 1990, delivering over 10,000 performances since that time, now averaging 650 musical sessions annually, working in each of the 22 Welsh counties. The staff team includes the National Director, a Project Manager and Project Coordinator. Live Music Now Cymru's office is based in Cardiff Bay.



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Main Duties and Responsibilities

Project Management

- Managing a range of music projects and residencies, as delegated by the National Director, on time and on budget, including developing the project brief, scheduling, liaising with musicians and hosts, and accurately recording income and expenditure of activities;
- Ensuring administration and governance is up to date for projects; entering events onto the database and generating contracts, schedules and feedback forms for musicians and venues on a project-by-project basis;
- Occasional site visits to observe project activity;
- Working with the National Director and relevant Strategic Director to ensure appropriate monitoring and evaluation procedures are implemented, and accurate reports are submitted to funders to deadline;
- Liaising with musicians and partners to document activities by photography, film and audio in consultation with relevant LMN staff, and ensuring appropriate consent is in place;
- Preparing reports as required for internal and external use.

Fundraising

- Researching funding opportunities, timetable submissions and write applications with support from the National Director;
- Managing relationships with funders, preparing end of project reports with support from the National Director;
- maintain accurate income, expenditure and projected income records for monthly reporting to National Director.

Administration

- Monthly inputting of events onto database (Blackbaud's Raiser's Edge), generating contracts and schedules for musicians and venues;
- Soliciting feedback/evaluation from venues, participants and musicians and entering onto database/survey software as required; monthly analysis of feedback and surveys;
- Keeping contact details for musicians, partners and venues up to date on the database;
- Booking rooms for training, etc as required;
- Management of equipment on loan to musicians: iPads, keyboard, percussion etc.

Finance

- Monthly governance tasks including recording project cashflow, managing the funding pipeline, highlighting financial risks to National Director.

Marketing and Communications

- Collating project information, images and quotes for updates on LMN's website and social media;
- Identifying and drafting news stories with the support of the Communications Consultant;
- Creating flyers and marketing materials using Canva and Flickr (training provided)

Musicians' Management

- Supporting the National Director to liaise with musicians, and support their involvement and development with us;
- Managing DBS checks for musicians in line with LMN Safeguarding policy;

Line Management

- Allocating tasks to the Project Coordinator; managing freelancers and other project staff

Additional Tasks

- Occasional deputising for the National Director at external events;



- Undertake any other duties as requested by the National Director, relevant to this post.
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Terms & Conditions

This post will be contracted on a fixed term basis until 28th July 2024, with opportunity for contract extension depending on funding outcomes.

The salary will be £27,000 - £30,000 per annum dependent on experience/competency, for 37.5 hours per week 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 be based in the Cardiff office (although the opportunity for flexible working may be available once the probation period has been successfully completed). IT equipment will be provided.

d) Live Music Now provides a pension scheme for all eligible staff once probation period has been completed successfully, paid through the payroll. The organisation contributes 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 may be possible in discussion with line managers.

If you want to discuss the role further, require help completing your online application, or if you would like to submit your responses in a different format, please email jobs@livemusicnow.org.uk or call 029 2048 8654.

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.

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Person Specification

	Essential	Desirable	Assessed
Experience			
Minimum of two years' experience within an arts, cultural or voluntary organisation, or equivalent.	X		Application & interview
Skills/competence			
Project Management skills, including planning, prioritising, implementation, and monitoring of multiple projects simultaneously.	X		Application & interview
Proven organisational skills and the ability to juggle a varied and fast-paced workload.	X		Application, test & interview
Working knowledge of liaising with health, education and social care settings to organise projects.	X		Application, & interview
Highly literate across a range of ICT packages (MS Office, data collection software) and online meeting and sharing tools, including Dropbox and Zoom	X		Application & interview
Excellent organisational and time-management skills, together with a good telephone manner	X		Application & interview
Evidence of problem-solving skills	X		Application, test & interview
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners.	X		Application & interview
Demonstrable working knowledge of the funding environment in Wales (statutory, trusts and foundations and/or others) including ability to develop proposals in line with funder priorities		X	Application & interview
Able to represent the organisation, communicate confidently, and to deputise for the National Director when required.	X		Application & interview
Working knowledge of marketing tools, including use of social media to engage audiences and stakeholders.		X	Application & interview
Confidence in managing and updating budgets, and tracking of short and long term finances.	X		Application, test & interview
Knowledge and approach			
An interest in the development of professional musicians in Wales.		X	Application & interview
An interest in music education and inclusive music practice.		X	Application & interview
A passion for, and commitment to, the potential of music as a tool for social change, and its impact both on participants and musicians.	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 of internal processes and procedures.	X		Application & interview
Commitment to climate positive working practice, understanding the impact daily working decisions can make on climate justice in Wales and globally.	X		Application & interview
General			
Energetic, creative, entrepreneurial, and committed.	X		Application & interview
Highly motivated with initiative; able to set priorities, meet targets and work alone, while operating as part of a wider team under direction.	X		Application & interview
Ability to work as part of a team and develop effective relationships, remotely and in person.	X		Application & interview
Clean driving licence and own car.		X	Application
Welsh language speaker.		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