

Job Description & Person Specification

Job title	Deputy Director (maternity cover)				
Full time or part time	0.6 (3 days per week)	Hours	21.6	Holiday entitlement	25 days + statutory holidays (pro rata)
Salary	£38,000 - £40,000 dependent upon experience (pro rata)	Open to job share?	No	Disclosure check required?	Yes
Contract	Fixed term, 12 months, July 2021 – July 2022				

Responsible to	Philip Flood, Director
Responsible for managing	Programme Manager (Children and Young People), Marketing and Communications Coordinator, Programme Coordinator and freelance staff as contracted within projects
Budgetary responsibilities	Programme budgets and other budgets where appropriate

Job Description

<p>Purpose and duties of post</p> <p>To work with the Director, Chair and Trustees to lead the organisation. The key responsibilities of the role are to:</p> <ul style="list-style-type: none"> • Develop and implement organisational strategy. • Direct programme and consultancy service strategy and development. • Lead the team and develop organisational culture – with a particular focus on fostering a culture of wellbeing, inclusivity and social justice. • Scope, pitch for and oversee delivery of consultancy services. • Generate income across a variety of income streams (including trusts and foundations, philanthropic giving and consultancy). • Be an active advocate for the organisation. • Deputise for the Director as necessary. <p>The role is broad, varied, and involved with all aspects of the organisations. Specific tasks and areas of responsibility include:</p> <p>Working as a key member of the Senior Management Team (SMT) to ensure coherence across the organisation's work. The post holder will:</p> <ul style="list-style-type: none"> • Collaborate with the Director in the management of the charity, actively participating in business and strategic planning and the development of partnerships and initiatives. • Collaborate with the Director and Fundraiser to develop and deliver the Sound Connections fundraising strategy, including applying for funding. • Collaborate with the Director and Marketing and Communications Coordinator to the develop and deliver the organisation's communications strategy. • Lead the evaluation and monitoring of Sound Connections activity – in particular, evaluation and monitoring of the Youth Music Fund C grant. • Provide accurate and robust reports on performance, expenditure and impact to the Sound Connections team and Trustees and those funding and contracting work – in particular preparing reports for the Youth Music Fund C grant.
--

Developing and delivering programmes. The post holder will:

- Work with Programme Managers, Coordinators, Producers and Curators to guide programme strategy, development, and delivery.
- Forge new programme partnerships.
- Work with the Director and Programme Manager (Sector and Consultancy) to scope and secure new consultancy work.
- Attend, speak at and facilitate a variety of programme events, eg network meetings, training events.
- Mentor programme participants.

Leading the team. The post holder will:

- Facilitate team meeting and away day activities.
- Provide supportive line management to staff and freelancers. Support the team to develop and progress.
- Actively encourage and develop wellbeing and inclusivity practice.
- Recruit and manage staff and freelance workers / contractors as appropriate.

Acting as an advocate and representative of Sound Connections. The post holder will:

- Represent Sound Connections at a variety of events and forums, including national meetings, contributing to local, regional and national debate.
- Contribute to Sound Connections resources and advocacy, eg articles, blog posts, podcasts.

General responsibilities. The post holder will:

- Ensure social justice continues to be embedded across Sound Connections (including youth voice, diversity and accessibility).
- Respond to enquiries regarding Sound Connections and its work.
- Contribute to the development of the company's systems, policies and procedures and other 'standards' as appropriate.
- Undertake other duties as required by the Director and Trustees.

Person Specification

Essential

- A minimum of 5 years working at a senior management level and/or leading organisations in a relevant sector such as arts, education, charitable.
- Experience leading, inspiring, managing and developing a diverse team of employees and freelance contractors.
- A high level of empathy and emotional intelligence.
- Experience fostering an inclusive and wellbeing-centred culture across a team and organisation.
- Sound business and strategic mind with a background in business planning.
- Experience researching and securing significant funding and income; managing large budgets and managing relationships with funders.
- Experience devising and delivering digital and communications strategies.
- Experience devising projects and managing, evaluating, monitoring, and reporting on their delivery.
- Experience facilitating and chairing meetings and workshops.
- Ability to communicate and network effectively with and bring together a wide range of people / stakeholders.
- Knowledge and experience of young people's programming, youth voice and inclusive practice.
- Excellent time management, motivation, and an ability to work to deadlines and under pressure using appropriate IT and information management tools.

- Commitment to equal opportunities, diversity and inclusion.
- Commitment to own and others' professional development.
- High level of emotional intelligence.

Desirable

- Understanding of relevant music, arts, education and charity sector policy and frameworks.
- Experience delivering consultancy for a wide range of clients – in particular working with clients to scope and deliver research, evaluation, strategy and training services.
- Experience of charity governance.
- Experience providing mentoring, information and advice to individuals and organisations.
- Knowledge of music, arts, education and charity sector infrastructure.
- Experience as a thought leader and advocate.

Other information

Work related travel expenses?	Yes, by agreement
Relocation expenses?	No
Probationary period	2 months
Period of notice required	2 months
Evening and weekend work	Yes – as required (occasional)
Training available?	Full induction into working at Sound Connections is given during the first few weeks of joining the organisation. We also have a CPD/ training budget to support identified staff needs. Staff are expected to undertake appropriate training / development as identified through periodic reviews with their line manager.

The successful candidate will be required to apply for an enhanced Disclosure Check in relation to work with children and vulnerable adults. Further information about the Disclosure service can be found at <https://www.gov.uk/disclosure-barring-service-check/overview> or by contacting the DBS on 0300 0200 190

Offers of employment will be subject to receipt of satisfactory written references and Disclosure checks.