

A large group of students performing on a stage. In the foreground, a band is playing, including a guitarist in an orange shirt, a drummer in an orange shirt, and another drummer in a yellow shirt and blue beanie. Behind them, a large choir of students in blue and green shirts is singing. The stage is lit with blue and purple lights, and the background features a wooden wall with decorative cutouts.

**Music Programme Manager**

**APPLICATION PACK**  
**February 2024**


We're delighted that you're interested in joining Ark Schools as our **Music Programme Manager**, a key role on our team.

This is an exciting time to join Ark Schools: our music programme is thriving and we have ambitious plans for growth over the next five years. Strong relationships underpinned with effective systems and structures are essential helping us have impact, and we're excited to have someone in our team who can help us build these.

I hope you find the information that follows is clear and gives you a good understanding of the role, our approach to music education, and to decide if Ark Music is the right next step for you.

If there's anything missing, or if you have any questions, please get in touch with Natalie Sullivan, our recruitment advisor on [Natalie.Sullivan@arkonline.org](mailto:Natalie.Sullivan@arkonline.org)



Margaret O'Shea  
Head of Creative and Extended Curriculum  
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# Ark Music | Transforming Lives Through Education

Ark is an education charity that exists to make sure that all children, regardless of their background, have access to a great education and real choices in life.



## We started with one school, in 2006

We've always believed that, with the right approach, every school has the potential to succeed - even those in the most challenging circumstances. We only work in the communities where we can make the biggest difference to children's lives, and all our schools are non-selective. From one school in West London, we've grown to a national network of 39 schools, educating around 30,000 pupils. Music is a central and important part of life in an Ark School.

## Every child deserves a life enriched by music

We firmly believe in the potential of all children to be musicians. Our aim is to enable our pupils to find, explore and develop their creative voice. We strive to offer every child in our network a joyful and well rounded music education as performers, composers, discerning listeners and connected members of a creative community.

## We have three objectives

1. Give every child in an Ark school access to high quality music-making opportunities through curriculum and enrichment provision that embrace a breadth of musical traditions and create pathways for progression.
2. Develop a diverse and impactful education workforce, equipping teachers and Artist educators with the pedagogical skills and tools that will enable them to deliver at their best and meet the needs of each learner.
3. Build musical communities within and between schools, in which both pupils and teachers can grow, contribute and succeed

## Ark Music | Music Programme Manager

**Reports to:** Head of Creative and Extend Curriculum

**Location:** West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

**Contract:** Permanent

**Pattern:** Full Time (standard hours 9am – 5.30pm)

**Full Time Salary:** £40,000 to £45,000 (depending on experience)

We champion the idea that creative opportunity and music-making can have a hugely positive impact on life and on a child's time in school. The **Music Programme Manager** is crucial in creating an enabling environment which ensures every pupil in an Ark school can enjoy a life enriched by music.

A committed and collaborative individual, the **Music Programme Manager** will work alongside programme leads to manage the day to day running of our annual programme of activity, as well as more strategic areas of operations. They will be the first point of contact for Ark Music and an integral part of our leadership team.

Here is a short video which should help you build a picture of our work:



# Music Programme Manager | Key Responsibilities

Programme  
Leadership

Programme  
Operations

Our  
People

## Programme Leadership:

- Work collaboratively with colleagues on key areas including strategy, funder reporting and key bids
- Lead the planning of our annual programme of activity, ensuring all relevant parties are set up for success
- Own and drive our evaluation strategy, ensuring it clearly demonstrates the impact of our work
- Support data collection, evaluation and reporting to inform fundraising and future strategy
- Agree and review all assigned budgets in liaison with relevant team members and the Head of Creative and Extended Curriculum
- Ensure the interests, ideas and feedback of pupils, teachers and freelancers are accurately reflected in decision making at all levels

## Programme Operations:

- Lead the practical implementation of all aspects of programme activity including our primary schools programme, network ensembles, events and residentials, delegating to freelance Project Managers as appropriate
- Lead on in-person activity, including responsibility for venues liaison, musical equipment, transport and timetabling, delegating to the relevant Project Manager in line with their roles
- Own the fixed asset register in relation to musical instruments and equipment

## Our People:

- Recruit, develop and support Ark's diverse freelance workforce which includes Artists in Residence, young music mentors, freelance project and ops managers, and Ark Alumni
- Manage all aspects of this team ensuring continued positive relationships across the board. This includes but is not limited to: contracting and onboarding, supporting with invoices and ensuring our rates of pay are inline with industry expectations
- Ensure there is transparency and consistency in our approach to booking, professional development and career progression
- Line-manage freelance operations and project managers including through regular 1:1's, contract appraisals and training
- Seek, develop and sustain relationships with aligned partner organisations
- Lead on the youth leadership strand of our work, focusing on creating paid routes for NEET young people to join the music education workforce

## Other:

- Foster a culture of openness, trust and respect in the teams you lead



## Ark Music | About You



### **Skills, Knowledge and Experience:**

- Experience of diverse music education programmes, their needs and logistical requirements
- Experience of recruiting and developing Artist educators , with particular experience of finding, connecting and supporting those who are traditionally under-represented in the music education workforce
- Experience of drawing on a wide range of music, people and organisations to create a rich and varied creative experience for young people
- Experience of leading and managing a diverse team of people to achieve important goals. This will have included managing performance, providing direction and having high expectations
- Experience of creating and managing significant budgets, contract negotiation and fundraising

### **Professional Qualities:**

- Enjoys managing and leading others, investing time in coaching and in developing others to be high performing
- Able to translate strategic plans into actions for your team, and adept at communicating messages and feedback

- Kind, calm under pressure and able to support others to be purposeful when they are under pressure
- Highly organised and efficient in completing a wide variety of work to tight deadlines
- Holds high standards and is comfortable making tough decisions about the suitability and performance of others for professional roles

### **Values and alignment:**

- Genuine passion and a belief in the potential of every young person
- Recognise and equally value all types of music and musician
- Committed to anti-discriminatory practice
- A willingness and ability to be fully aligned to, and an advocate for, Ark Music's purpose and ambition across all areas of work including a
  - focus on championing the value of music in state school education
  - collaborative approach to our work that celebrates, encourages and recognises individuality and youth voice
  - commitment that every child should have a high-quality music education regardless of their background or ability to pay

### **Other:**

- This role requires some travel and weekend work. We operate a TOIL system and a reasonable expenses policy
- Willingness to undertake training
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please [click here](#) to learn more.