



# In Harmony Liverpool Manager (Maternity Cover)

Candidate Information  
May 2023

# What is Liverpool Philharmonic?

## **Liverpool Philharmonic enhances and transforms lives through music.**

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive programme of participatory work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

## **Liverpool Philharmonic is rooted in our city.**

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city, employing over 240 people. As well as our work in Liverpool our Orchestra represent the city with performances and broadcasts across the UK and around the world.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1500 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme. We work in partnership with the Mersey Care NHS Foundation Trust delivering programmes which support people in the Liverpool city region living with a range of mental health needs.

## **Liverpool Philharmonic is committed to diversity and inclusion.**

We work hard to reach right across our community through our learning work, and concert programme.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is a diverse as possible.

Liverpool Philharmonic reaches more people than any music organisation outside London.

**Over 350,000 people attend Liverpool Philharmonic concerts each year.**

**73,000 young people participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony programme.**

**Around 900,000 people in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.**

**Over 12,000 people have benefitted from our music and mental health programme over the last 13 years.**

# What is the role?

## What is the role?

- **Title:** In Harmony Liverpool Manager (Maternity Cover)
- **Department:** Performance and Learning
- **Location:** The normal place of work is Liverpool Philharmonic Hall. Additional venues will include any site where In Harmony Liverpool activity takes place, including, but not limited to, Everton Nursery School & Family Centre, Faith Primary School, The Beacon CE Primary School, All Saints Catholic Primary School & Anfield Children's Centre, and Liverpool Philharmonic at the Friary.
- **Responsible to:** Head of Learning
- **Responsible for:** 2 Learning Projects Coordinators; In Harmony Volunteers; Other employed and/or freelance staff as directed
- **Contract:** Full Time, Fixed Term (maternity cover up to 12 months)

## Principal Role

Working with the Executive Director Performance and Learning, Head of Learning, Artistic Director (In Harmony) and project team, to provide exceptional project management and leadership of all administrative and operational processes, ensuring successful delivery and growth of In Harmony Liverpool, maximising the positive impact for local communities in the City of Liverpool and Liverpool Philharmonic locally, nationally and internationally.

# Key Responsibilities

## Operations & Project Management

- Responsible for planning, scheduling and managing all operational elements of In Harmony Liverpool programme (except matters covered by Artistic and Deputy Artistic Directors), working collaboratively with internal colleagues, external partners and stakeholders.
- Operational management of after-school activities and summer schools, including effective leadership of pastoral care of all participants, ensuring safety for everyone, and that all policies and procedures are being followed. Acting as pastoral lead and First Aider at after school activities.
- Plan and manage all major events and performances for In Harmony in consultation with Artistic leadership team.
- Create, manage and monitor the programme budget, accounting and financial reporting internally and to funding bodies.

- Act as Health & Safety Lead for the In Harmony programme, developing risk assessments, implementing and assessing safety measures, and delivering training to the wider team.
- Lead on Safeguarding within the programme, acting as Deputy Safeguarding Officer. Responsible for all incident reporting, referral and ongoing management in relation to children and young people on the In Harmony programme. Member of the Safeguarding Sub-Committee working with Head of Learning (Designated Safeguarding Officer) and Youth Company Manager (Deputy Safeguarding Officer).
- Work with the Artistic leadership team to achieve success in high numbers of continuation of children learning an instrument on transition to secondary school.
- Manage all instrument and equipment stock within In Harmony Liverpool, ensuring records are up to date and accurate, with instruments maintained and insured appropriately.
- As part of the programme leadership team, participating and building the programme long-term strategy and then converting this to action and results in our communities.
- Manage the participation of the Royal Liverpool Philharmonic Orchestra, Liverpool Philharmonic Youth Company and visiting artists regularly in the delivery of In Harmony.

### **Team Management**

- To provide effective line management to Learning Projects Coordinators in-line with HR Policies and Procedures.
- Manage all placements and volunteering positions, working in partnership with local authorities, higher education and community sector.
- With the Artistic Director and partners, identify and implement the training and development needs of musicians, staff and volunteers on the programme within budget.

### **Relationship Management, Communications and Evaluation**

- Manage relationships with participating schools, nurseries and other stakeholders to ensure effective integration of In Harmony into curriculum, strategic planning, budgets and timetable.
- Ensure the operational achievement of all funding requirements and contractual conditions, including those from Arts Council England, other large funders such as Esmée Fairbairn Foundation, public sector partners and other funders (trusts, foundations and individuals).
- Support the delivery of community, parental and family engagement and audience development plans to maximise the impact of In Harmony in its local communities.
- Manage the In Harmony Research and Evaluation programme with external consultants and partners, ensuring data collection systems are established, implemented and reviewed, producing reports and analysis as required.
- Ensure the programme is delivered to the highest quality, using effective means of monitoring, feedback and reflection, including the proactive engagement of children, parents, musicians and community members.
- Work with Head of Communications to ensure effective PR and Communications plan for In Harmony Liverpool, ensuring all branding communications criteria from major partners and funders are achieved.

- Manage visits to the programme by high level individuals, donors, sponsors, funders and national/international guests as required.

## **General**

- Contribute to the delivery of Liverpool Philharmonic's mission, vision, values and strategic plan as required, increasing and widening access to live music and music making through playing a key role within the Learning Department.
- Commit to the organisations Inclusivity & Relevance strategy, ensuring programmes are delivered with inclusion at the heart.
- Play an active role in the successful delivery of Liverpool Philharmonic's overall Learning programme and projects in collaboration with the Head of Learning and other managers.
- Represent the programme and the organisation as required locally, nationally and internationally.
- To ensure all activity is delivered within the context of the organisation's policies and procedures, particularly Health & Safety and Safeguarding.
- In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon requirement of Liverpool Philharmonic.

# Person Specification

The successful candidate is likely to be able to demonstrate the following:

Criteria	Essential	Desirable
<b>Knowledge / Experience</b>		
Proven track record in project managing complex arts projects with multiple partners, including risk management, evaluation and monitoring	**	
Good track record of budgeting and financial management of projects	**	
Experience of successfully negotiating and working in partnership with a range of organisations and sectors	**	
Experience of effective line management and team leadership	**	
Understanding the application and principles of music and arts as a tool to support learning, engagement and health improvement	**	
Experience of working with children and young people in a pastoral capacity, and leading the pastoral management of groups of children and young people.	**	
Practical knowledge and experience of Safeguarding practices and procedures	**	
Strong level of musical knowledge and understanding	**	
Prior experience of working in a music or arts education management post or similar		**
Experience of working with schools, teachers, community organisations or artists		**
Knowledge of the children and young people, education, family, adult and higher education, public health and voluntary/community sectors		**

<b>Skills / Abilities</b>		
Outstanding project management skills	**	
High level administrative skills, particularly relating to IT (word processing, spreadsheets and databases)	**	
Excellent communication skills, both written and verbal, including presentation and negotiation skills	**	
Strong line management skills	**	
Ability to work under own initiative and work as part of a high performing team	**	
Ability to develop positive relationships with colleagues across the organisation and with partners	**	
Ability to calmly and confidently oversee multiple projects in a fast-paced, deadline-driven environment.	**	
Ability to work unsocial hours	**	
<b>Personal attributes</b>		
Passion for music and its application in learning, inclusion and community development	**	
Positive, proactive and highly motivated with a drive to achieve excellence	**	
Innovative and creative thinker	**	
Proven commitment to promoting an inclusive environment	**	

### **Disclosure and Barring**

Due to the specific nature of this post, a Disclosure (which includes ‘spent’ and ‘unspent’ convictions as defined by the Rehabilitation of Offenders Act 1974) will be requested in the event of the applicant being offered the position, and final confirmation of the post will be dependent on the information contained in this Disclosure. The Disclosure certificate is only seen by those who need to as part of the recruitment process. The Royal Liverpool Philharmonic complies with the DBS code of practice on the use and storage of disclosure information. We have a written policy on the recruitment of ex-offenders, which can be requested from the Society by the applicant at the outset of the recruitment process.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the **Head of Learning**, and we guarantee that this information is only to be seen by those who need it as part of the recruitment process.

# Key Information

- **Salary:** The salary for this fixed-term post is £30,000 per annum
- **Hours of work:** The contracted hours for this post are 35 hours per week.

In Harmony activity generally runs between the hours of 9am and 7pm, Monday to Friday, however there may be a requirement to undertake evening and weekend work and this will be included in the 35 hour working week. You may be required to work over and above these normal working hours depending on Liverpool Philharmonic's business requirements from time to time. Overtime is not payable.

- **Holidays:** The annual leave entitlement is 26 days, excluding public holidays. These will be taken at times agreed with your Line Manager.
- **Pension:** Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.
- **Period of Notice:** Fixed term contract.

## What benefits are offered?

### Health Cash Plan

Following two years' service you will have access to a health cash plan with an award winning supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

### Training and Development

We offer a dedicated training and development fund to support the growth and progression of our employees.

### Rail and bus services

Access to the Mersey travel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months and discounted monthly travel on Arriva bus services. Length of service awards Employees are provided with additional time off and cash incentives at various long service milestones.

### Complimentary staff tickets

Complimentary staff tickets are available and employees are encouraged to attend events.



# How to Apply

You are required to complete our **Equal Opportunities Monitoring Survey**. Please [click here](#) to complete this.

Please [click here](#) to submit your application.

You will be required to input your personal details and then asked to attach documents.

Please submit the following information together in **one** document:

- a CV which doesn't include any personal details such as your name, date of birth, gender, address or phone number.
- A maximum of 500 words detailing how you meet the requirements of the job (that does not include any personal details such as your name, date of birth, gender, address or phone number).

If you require any support with this process, please contact [recruitment@liverpoolphil.com](mailto:recruitment@liverpoolphil.com)

Applications are due by **12 noon on Thursday 25<sup>th</sup> May 2023**. No applications will be accepted after this time.

All applicants must have the right to work in the UK.

## Interviews

Short-listed candidates will be invited to attend an interview on Thursday 1<sup>st</sup> June or Friday 2<sup>nd</sup> June 2023 at Liverpool Philharmonic Hall, Hope Street L1 9BP.

## Equal Opportunities Statement

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.



# LIVERPOOL PHILHARMONIC

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The work of Liverpool Philharmonic is supported by:



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