

**SLB**

**0006**

**Post Specification**

**Soulbury**

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| **Date** | | **June 2021** |
| **Post Title** | Music Service and Music Education Hub Manager | |
| **Job Family Role Profile** | | **Soulbury EIP** |
| **Final Grade** | | **12-15 + SPA (16-18)** |

**To be read in conjunction with the job family role profile**

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| **Service Area description** | | |
| Cumbria Music Service provides instrumental, ensemble, vocal and curriculum teaching services to schools across Cumbria on a traded service basis. CMS is also the lead organisation for the Music Education Hub which aims to create joined up music education provision through a range of Local and National partnerships. | | |
| **Purpose of this post** | | |
| To provide professional leadership for the Music Service and Music Education Hub partnership, which secures its success and continued development in supporting children and young people to access high quality inclusive music education across Cumbria. This involves engaging with a range of internal and external partners and stakeholders who will be committed to the delivery of a local music education plan to ensure joined up music provision for children and young people, both in and out of school. | | |
| **Key job specific accountabilities** | | |
| 1. Lead the strategic planning and development of the music service and music education hub 2. Maintain operational overview of the Music Service as a Traded Service including associated employment legislation and policy requirements for local government employees and those on teachers’ pay and conditions 3. Business, resource & financial management including the development of budgets and business delivery models to operate as a successful traded service (not for profit) within corporate policy guidelines and practices 4. Production of associated business plans and grant applications 5. Monitoring & reporting to the local authority and external grant funders such as Arts Council on all aspects of service provision and music education hub core & extension roles 6. Maintaining and developing new partnership networks including internal council services, schools, parents, funders, arts and music professional organisations, other music services and hubs 7. Communicating and engaging the vision to a range of stakeholders both internally and externally | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * £1.6 million |
| **Staff Management Responsibilities** | | * 3 area managers, 1 web/marketing manager, 2 administrators as direct reports. Staff and other administrators 30+ |
| **Other** | | * 2 Commissioned network leaders for the music education hub |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * Qualified Teacher Status (Post Threshold) * Degree Qualification and or relevant professional qualification (Music) * Management Qualification or ability to demonstrate relevant experience * Significant and successful experience of working in or with peripatetic teaching staff in a music service or other setting * Current knowledge of music education policy including the role of Hubs and National Plan * Excellent communication skills with the ability to engage a range of stakeholders * IT skills including the use of spreadsheets and other presentation and communication software applications * Experience of budget management & developing financial models for trading | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * This post requires a DBS check. * The level of check required is:   + DBS Enhanced – Children | | |
| **Job working circumstances** | | |
| **Emotional Demands** | * Normal | |
| **Physical Demands** | * Normal | |
| **Working Conditions** | * Normal | |
| Other Factors | | |
| * Ability to travel across the county * To work beyond core hours from time to time to meet the needs of the service * To attend out of county events including training from time to time | | |