



Learning & Participation

Programme Manager (Schools)

Job Description

Job Title:	Programme Manager (Schools)
Hours of Work:	35 hours/week (full-time)
Salary:	£32,450
Reporting to:	Director of Learning and Participation
Contract Type:	Permanent
Benefits:	22 days' annual leave + bank holidays Access to private health insurance and Employee Assistance Programme Training and development opportunities

Role Overview

The Programme Manager will: devise, develop and manage creative, participatory music making projects across Wigmore Hall Learning's co-created Partner Schools and Local Schools programmes; lead and cultivate strategic partnerships with schools and Music Education Hubs; and offer strategic input into the programming of school concerts at Wigmore Hall, being a valued part of a collaborative, creative and supportive team in the Wigmore Hall learning and participation department.

Background

Since 1994, Wigmore Hall's renowned [learning and participation programme](#) has been giving people of all ages and backgrounds opportunities to take part in creative music making, engaging a broad and diverse range of people through in-person and online creative projects, concerts, workshops and resources.

We are passionate about the impact music can have on our lives and on our society, and three core values lie at the heart of our programme: creativity, collaboration and equality. We embody these values through quality, co-created music making, through which everyone involved is equally valued.

We collaborate with a range of community, education, arts, health and social care organisations, working in partnership to engage people who have experienced adversity, trauma, isolation and marginalisation, and who face barriers to participating in creative arts activity.

Our [schools programme](#) includes key-stage specific concerts, online resources and our innovative Partner Schools Programme: In partnership with Partner Schools and Music Education Hubs we co-create a programme of opportunities which meets the school and Hub area's aims and needs, placing music at the heart of the school ethos. More recently we have launched a Local Schools Programme to work in partnership with schools in our local area.

The Role in More Detail

The Programme Manager (Schools) will be responsible for the following areas of work:

Programme Management and Partnerships

- To take responsibility for the development and management of the Partner Schools and Local Schools programmes, including:
 - Liaising with stakeholders including teachers, senior leaders, school administrators, Music Education Hub staff and musicians to collaboratively design and lead activity with shared aims
 - Contracting and managing freelance musicians, workshop leaders and other freelance staff

- Ensuring activity is led in line with Wigmore Hall Learning's values and is as safe, inclusive and welcoming as possible
- Managing events on the day as appropriate, at schools and at Wigmore Hall
- Arranging recording, filming and photography where appropriate
- To offer strategic input into schools concerts at Wigmore Hall, liaising with the Project Manager and Director of Learning and Participation to devise events in consultation with children and teachers
- To devise and commission online resources as required
- To maintain and develop partnerships with organisations such as Partner Schools, Partner Music Education Hubs and other relevant organisations

Monitoring, Evaluation and Reflective Practice

- To evaluate all schools activity, incorporating the perspectives of participants, staff, partners and musicians, and informing the future development of activity, including:
 - Collaboratively developing aims and outcomes for each programme area, using frameworks such as Theory of Change
 - Designing and implementing inclusive and effective evaluation plans for each programme area
 - Facilitating reflective discussions with participants, partners and musicians
 - Ensuring evaluation data is recorded and monitored in line with Wigmore Hall's safeguarding and privacy policies
 - Working with external evaluators as appropriate
 - Contributing to programme reports

Training and Development

- To work with the Director of Learning and Participation to provide opportunities for Pathways trainees as well as ongoing musician development opportunities as part of the schools programme
- To work with relevant partners and musicians to devise and co-ordinate programme development days
- To commit to ongoing professional development as part of a wider culture of reflective practice, including through individual training (a budget of £300/year is provided) and team

training (previous topics have included: safeguarding, trauma-informed practice, anti-racist practice, mental health and youth voice)

Our programme is rooted in reflective practice; we support one another to learn and unlearn, and strive to engender a culture of openness and mutual support. As an organisation we wholeheartedly support the development of our staff, through training opportunities (as detailed above) and opportunities for progression as appropriate. We use Personal Development Plans to support staff development and Wellness Action Plans to support staff wellbeing.

Access and Inclusion

- To liaise with colleagues across the organisation to develop Wigmore Hall's practices in ensuring we are an accessible venue with a warm welcome for school groups
- To participate in and contribute to Wigmore Hall's Access Working Group meetings as appropriate
- To work in line with Wigmore Hall's [Inclusivity Pledge](#), ensuring all relevant activity is anti-discriminatory and anti-oppressive

Safeguarding

- To work within, and ensure all activity with schools is led in line with, Wigmore Hall Learning's [safeguarding policies](#) at all times
- To ensure the timely processing of DBS checks and references for freelance artists working on the schools programme
- To prepare risk assessments as appropriate
- To ensure that artists, ushers and partner organisation staff have been appropriately briefed on Wigmore Hall's safeguarding policies as well as relevant safeguarding policies of partner organisations, and have undertaken training as appropriate
- To ensure that participants involved in activity are familiar with our safeguarding policies and procedures as appropriate, as well as those of partner organisations

Fundraising

- To provide written content on our work with schools for applications and reports to trusts, foundations and individual donors

- To support the Director of Learning and Participation with donor relations, meeting and liaising with funders where appropriate

Budgeting and Finance

- To set the schools programme budget with the Director of Learning and Participation, managing the budget throughout the year, and ensuring relevant income and expenditure is kept up-to-date and in line with projections
- To work with the Finance department to ensure that invoices and other income and expenditure are processed and monitored efficiently

Marketing, Communication and Publications

- To provide relevant copy and information for publicity material, emails, social media and the Wigmore Hall website, working closely with the Marketing, Publications and IT departments
- To liaise with the Graphic Designer to design any relevant marketing material and publications
- To liaise with Marketing and Development departments to raise awareness of schools activity with Wigmore Hall staff, audiences, donors and general public
- To liaise with the Marketing department to share footage, images and quotes from the schools programme via the Wigmore Hall website and social media channels as appropriate and in line with Wigmore Hall's safeguarding and privacy policies

General

- To work collaboratively with colleagues the Learning department to co-create a programme which embodies Wigmore Hall Learning's values
- To maintain accurate and up-to-date individual and organisational records related to the schools programme
- To carry out any other associated duties that may be reasonably required by the Director of Learning and Participation

This position will involve a combination of office work (which can be undertaken from home or at the Wigmore Hall offices, though regular presence at Wigmore Hall is important) and working at events at Wigmore Hall and at partner settings across London. Travel beyond usual journeys to and from Wigmore Hall will be reimbursed.

We are a flexible employer and accommodate different working patterns as far as possible, but please note this role includes managing some events at fixed times. As a department we strive to support one another, share events and cover availability clashes wherever possible.

Wigmore Hall is committed to supporting staff wellbeing, and achieved a *Gold Award, Achieving Excellence in Mind's 2021/22 Workplace Wellbeing Index*. We are also proud to be a Disability Confident Committed employer.

We would love to hear from you if you have the following experience, skills, qualities and interests:

- Experience of managing creative participatory arts projects, with strong project management, organisational and administration skills
- Experience of working with children, young people, schools and/or teachers
- Shared passion for the Wigmore Hall learning and participation programme and values, and a strong sense of your own motivations and values
- Experience of managing artists/musicians and/or workshop leaders
- Experience of managing finances and budgets
- Experience of writing for prospective and/or existing donors/funders
- Good working knowledge of Excel, Word and Outlook or equivalent applications
- Knowledge of good practice in safeguarding
- A commitment to reflective practice and evaluation; a willingness to learn from others, to share your perspective with others, and to nurture your own and your colleagues' professional development, fostering a culture of learning, honesty and trust
- A commitment to inclusive, anti-discriminatory and anti-oppressive practice; a commitment against racism, sexism, ableism, ageism, homophobia, transphobia and other forms of discrimination
- A commitment to safeguarding, trauma-informed practice and the wellbeing of others and yourself

We value all kinds of experience, and encourage applications from people with relevant lived/personal, voluntary, educational and professional experience of the above.

Wigmore Hall is committed to being a fair and inclusive employer. We recognise the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage applications from people of all backgrounds and thinking styles as well as discussions about reasonable adjustments. We particularly welcome applications from people from the global majority*, disabled**, trans and non-binary candidates, as they are currently under-represented in our workforce.

*This includes, but is not limited to people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Native American and First Nations heritage as well as people indigenous to the global south

** This includes but is not limited to those who define as disabled people, as people with long term health conditions, as d/Deaf or as neurodivergent

You must be eligible to work legally in the UK in order to take up this role.

We are committed to the safeguarding of all the people with whom we work; their wellbeing and safety is of paramount importance. We expect all our staff to respect the rights and dignity of participants, colleagues and partners, and to work in a way that promotes the safety and wellbeing of everyone involved. In accordance with Wigmore Hall's [Safer Recruitment Policy](#), appointment is subject to references and an enhanced DBS check (which we can issue for you and pay for if you do not already have a check in place), and the successful candidate will be required to take part in safeguarding training as appropriate.