



Application Pack

STRATEGIC DEVELOPMENT & PROGRAMME DIRECTOR

APRIL 2017

ABOUT AUDIOACTIVE

To us music is an end in itself as well as a tool for social change, education and personal development.

We are restless, unafraid and excited about what we do...

Mission

AudioActive is a groundbreaking music organisation working with young people at the meeting point of technology and contemporary urban culture.

We exist to develop and provide access to a range of inspirational experiences and opportunities that support young people to reach their full potential, whether that be as tomorrow's innovative professional artists or as skilled, empowered & engaged individuals

We achieve this through 3 distinct but inter-related strategies:

i) Music & Talent Development

Through a broad range of open-access projects from entry through to advanced levels, we strive for excellence in non-formal music education and performance and the talent development of diverse or underrepresented artists and genres

ii) Music for Social Change

Unlocking the power of music and the creative process to create innovative interventions and responses to difficult societal problems through collaborations and partnerships with specialist services for young people. All of our targeted social change projects also aim to make it accessible for marginalised young people to continue their artistic development through our open access projects

iii) Innovation in Education:

Our work in education not only aims to support the progressive development of the music education sector but to develop more creative approaches to teaching and learning across curriculum, providing young people who have struggled in mainstream education, the opportunity to excel & achieve

More info at:

Web: audioactive.org.uk

Facebook: facebook.com/likeaudioactive

Twitter: [Audio_Active](https://twitter.com/Audio_Active)

Instagram: [AudioActive_](https://www.instagram.com/AudioActive_)

OUR CORE VALUES:

Authenticity

We work with young people as artists first and foremost. Regardless of their starting point, we support them to become part of a wider scene, working in the places and with the people that they want to be involved with. We avoid bringing our own agendas

Restlessness

Music, technology and the exciting possibilities that they can offer are constantly evolving. Because of this, we can never stand still for too long. We keep our finger on the pulse and are always looking for new ways to develop and keep our work current, fresh and relevant to both young people and new or evolving practices

Inclusion & Diversity

We want underrepresented young people and artists to be able to reach their full potential

Innovation

Finding new ways of doing things excites us. Musically this means that we support young people and emerging artists to create work that breaks new ground and wows audiences. On a social level it means that we spearhead creative new approaches to difficult societal problems that can change the lives of those that more conventional services have often struggled to help

Courage

It's rare to achieve innovation without overcoming some level of adversity. We are intentionally ambitious in the challenges we set ourselves. We know that we need to take risks to get the best results for young people and our scene and often this means setting the bar high

Engagement and Progression

We believe in working with young people over long periods of time across multiple settings. We work hard to create joined-up pathways and bespoke support to make sure that we offer great opportunities for young people at every stage in their journey

Collaboration

Partnership, including with young people, is in our DNA. In everything we do, we set out to build great alliances to help young people and those that work with them to achieve great things.

Quality

We believe that society is often too down on the youth and sadly – especially those in challenging circumstances – rarely get the opportunity to shine. We provide access to state of the art resources, high profile opportunities and professionals at the top of their game so that young people can really show us what they are capable of when given the right support

It's all Relative!

We fully acknowledge that many of the young people we work with live in extremely challenging circumstances and many do not want to become professional musicians. We always perceive progress and achievement in relativity to their starting points and aspirations

CONTEXT AND CURRENT POSITION:

Having achieved national and international recognition for our work in recent years, we are on the cusp of an exciting development, launching a new 5-year strategy to bring about a step-change in both the organisation and our sector. During this time we aim to achieve a number of key outcomes including:

- Developing a performance venue and centre of excellence for our work
- Developing and disseminating an innovative new business model to:
 - i) become more resilient and sustainable
 - ii) support excellence in non-formal music education and the talent development of diverse or underrepresented artists and genres
- Creating a talent pipeline and artist development opportunities for promising emerging artists (18-25) including those coming through our 'grass-roots' and open access projects for teenagers

In order to achieve our ambitious Strategic Plan 2017-22 we are seeking a talented and committed individual to join our small core team.

JOB DESCRIPTION:

The Role

The Strategic Development and Programme Director is a new role in the organisation created to meet the needs of our small but rapidly developing organisation. This exciting role will ensure that we have the capacity to grasp and develop the many opportunities for AudioActive at this exciting, pivotal time in our development.

As such this is a multi-faceted post that requires a confident, pro-active and broadly skilled individual who, under the guidance of the CEO is able to oversee the work of operational staff and the smooth running of the organisation whilst working with the CEO to develop a range of strategies and systems and implement the subsequent development work necessary to achieve our vision of better futures through and for music.

Whilst the majority of activity will be working from our central Brighton office, you will be required to travel around our area of operation (Brighton & Hove, East & West Sussex, Surrey, London and beyond in order to attend relevant meetings and events and to develop key relationships and partnerships relevant to the role. You will also be required to work occasional evenings and weekends. We have a very low turnover of staff, we want our relationships with staff to be long term and developmental. As such we pride ourselves on creating as open and flexible working environment as we can. We are always open to discussing specific needs around flexible working and other needs of our team.

Roles and Responsibilities:

Strategic and Organisational Development

Representing the organisation at relevant strategic meetings and implementing subsequent actions

Working alongside the CEO at a strategic level to guide the ongoing development of the organisation

Lead on the implementation of strategies/strategic decisions

To deputise for the CEO

Funding and Reporting:

Lead on the development and implementation of a more diverse and innovative fundraising strategy

Working alongside the CEO to develop public campaigns and funding applications to Trusts, Foundations, Local Authorities and Government

To explore and develop untapped areas of fundraising e.g. Community Fundraising, Individual Giving, Crowdfunding, Sponsorship

Grant/funder compliance - submitting reports and funder requirements, ensuring that we are performing against funders' deliverables

Programme Management:

Line Management of the Operations Manager and the Projects Manager (Engagement and Progression)

Overview of Project Budgets

Overview of programme delivery and development and taking strategic decisions in this context

Quality assurance - to ensure that operational staff are working within AudioActive's policies and procedures and that due regard is being given towards the planning and delivery of projects with regards to quality

Workforce CPD - to maintain an overview of the CPD needs of staff and practitioners and arrange relevant training and or development

PERSON SPECIFICATION**Key:**

E – Essential
D – Desirable
A – Application
I – Interview
R – Reference
C - Certificate

Knowledge and Experience	E/D	Demonstrated through			
		A	I	R	C
An awareness of the necessary environments to enable creativity and the necessary conditions for innovation	E	√	√		
Understanding of the issues facing young people and communities that face cultural, social and/or economic deprivation	E	√	√		
An awareness and understanding of the relevant national and regional political landscape and government initiatives within the education, youth, regeneration, social inclusion and cultural sectors and experience of developing and implementing actions that respond to this context	E	√			
A proven track record of working collaboratively to deliver high quality results to deadlines	E		√		
Experience of managing complex budgets and experience of reporting financial performance against targets	E	√	√		
Experience of creating printed and online marketing/communications materials	D	√			
Significant experience of fundraising and administration	E	√		√	
Experience in Creative Production	D		√		
Experience in the creative arts and/or education sector	E	√			
Experience of developing online and offline communications to demonstrate the impact and public benefit of an organisation and to attract investment from a range of stakeholders	D		√		
Experience of individual giving, legacy and payroll giving fundraising	D		√		

PERSON SPECIFICATION CONT.

Skills and Abilities	E/D	A	I	R	C
Demonstrable ability to lead and work collaboratively as part of a team, sharing knowledge and developing staff	E	√			
A strategic thinker, with the ability to work under own initiative and to take and be responsible for executive decisions	E		√		
Exceptional interpersonal skills, and able to influence/persuade a wide range of stakeholders	E	√	√		
Excellent written and verbal communication skills, with a fluent writing style and the ability to communicate effectively in a wide range of media and audience.	E	√	√		
A keen eye for detail and to ensure high standards whilst working under pressure	E	√	√		
Excellent time management and organisation skills with the ability to manage multiple tasks simultaneously and to be able to work under the pressure of competing demands	E		√		
Good IT skills including MS Office applications and advanced skills with MS Excel	E	√			
Excellent people skills and the ability to work with tact and diplomacy to establish positive relationships with a variety of stakeholders, organisational leaders, senior staff, board members and entrepreneurs	E		√		
Ability to work with high levels of confidentiality and sensitivity	E		√		
Strong financial literacy, able to analyse and develop complex budgets	E	√			

WORKING AT AUDIOACTIVE:

Post Development

We have a culture of developing roles around the strengths and expertise of our colleagues and we envisage that this post will have scope to develop as the organisation grows.

Salary, Working Hours and Employment Term:

30 hours per week at £30,400 p.a. Pro-Rata. The initial contract is for 1 year with the intention for the post to become a permanent position as additional funding is secured. A probationary period of 3 months will apply. We will consider a slightly reduced number of weekly hours for the right candidate

Annual Holidays

The holiday entitlement is 20 days per annum plus bank holidays (Pro-Rata).

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the Staff Pension Scheme. Contributions will be payable by the member of staff concerned at 1% of basic salary, with an additional 1% provided by AudioActive. Contributions are scheduled to rise to 5% of total salary (2.5% from employee and 2.5% from AudioActive) in October 2017 Staff will be supplied with further details upon commencement. The pension scheme may be subject to change, and staff members may opt to not take part in the scheme.

References and Disclosure & Barring Service check

Offer of employment will be made subject to satisfactory references and an enhanced DBS disclosure, which will be sought for the successful applicant.

HOW TO APPLY

Forward to:

Please email a **COMPLETED APPLICATION FORM** and a covering letter to:
adam@audioactive.org.uk

An application form can be downloaded at www.audioactive.org.uk/work-with-us

Within your covering letter, please address the following:

This role is a key appointment for AudioActive as we are a small, but rapidly developing arts charity. Please outline why you are interested in this role at this point in your career and what challenges and opportunities you would expect to face as you translate your experience to AudioActive.

Should you wish to have an informal conversation about the role, please contact Adam as above to arrange a phone call

Applications should arrive no later than **midnight on Sunday 4th June 2017**. All applications received will be formally acknowledged by email. If we have not contacted you by 5.30pm on Friday 9th June you can assume that your application has been unsuccessful. Due to capacity and the number of applications we receive we regret that we are not able to offer individual feedback on applications at this stage of the process.

Interviews will be held from **w/c Monday 19th June 2017**. Start date: ASAP after interview subject to successful candidate's notice period and receipt of satisfactory references.