



**Application Pack**

**Room to Rant Project Manager**

**July 2021**

## **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 youth 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 several distinct but complementary approaches:

#### **Music for Social Innovation:**

Offer innovative, accessible interventions that use music to support Young People & communities to tackle and overcome difficult challenges in their lives

#### **Grass Roots Talent Development:**

Provide access to projects, resources and support at different levels to enable Young People to discover and nurture their talents

#### **Social Mobility:**

Support Young People in challenging circumstances and participants of our social innovation projects to access and participate in our wider programme

#### **A Fairer More Inclusive Industry & World of Work:**

Beyond our grassroots programme, to provide opportunities for further career and professional development

#### **More info at:**

Web: [audioactive.org.uk](http://audioactive.org.uk)

Facebook: [facebook.com/likeaudioactive](https://facebook.com/likeaudioactive)

Twitter: Audio\_Active

Instagram: 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 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 and high profile opportunities and professionals 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 Strategic Plan 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 hub for Socially Engaged Talent Development on Worthing High Street
- Further establishing our offer in Crawley through the realisation of pop-up and meanwhile spaces for our projects
- Scaling up some of our Social Innovation projects across our area of operation
  - Launching a professional, ethical and radically 'artist-centred' label and platform, to support the region's most exciting emerging artists to take their first steps into the industry, reach a global audience and develop sustainable careers

## **ABOUT ROOM TO RANT:**

Room to Rant is a collaboration between AudioActive and YMCA Downslink. A combined creative and therapeutic response to vulnerable young men's mental health issues, facilitated by artist/practitioners and specialist mental health workers who enable young men (16 – 24) to come together weekly to 'get stuff off their chests' through rap and spoken word.

[Short film about Room to Rant](#)

## **MAIN PURPOSE OF THE ROLE:**

Comic Relief are the main funder of the programme across 4 venues in Brighton & Hove, Eastbourne, Worthing & Crawley. Now entering Year 2 of the 3 year programme, the Project Manager will be responsible for the day to day smooth running of the programme, including oversight and development of the programme, management and development of front line staff and evaluating, reporting and disseminating impact and learning from the project.

## **Job Description**

### **Roles and Responsibilities:**

#### **Programme**

- Manage the successful delivery of the Room to Rant programme
- Be responsible for the meeting any stakeholder and funders requirements with support from the Director of Programmes and Director of Finance & Operations
- Manage the project budgets and timelines
- Programming & promotion of outreach and core activities
- Develop and maintain a network of key contacts and professionals, both in and out of schools, youth organisations and health and community services in order to identify participants for the programme
- Proactively monitor and support the process of referral through to engagement of participants
- Ensure that sufficient equipment and resources are available for projects
- Be the key liaison between all partners, venues and stakeholders
- Coordinate regular operational & partnership meetings
- Fulfill the designated safeguarding officer (DSO) role for the programme and liaise with YMCA/AA's Safeguarding Leads in line with organisational safeguarding policies
- Carry out risk assessments when required with guidance from the Director of Finance & Operations
- Event Coordination – including annual public sharing events

#### **Management of Team**

- Contracting of freelance practitioners
- Line management of practitioners and providing access to further reflective & clinical supervision where appropriate.
- Identify training & CPD needs of practitioners and organise appropriate training
- Coordinate the creation of an in-house training offer to skill up new practitioners in Room to Rant delivery
- Ensure tutors complete the required monitoring and evaluation for each session and submit within the agreed time frame
- Ensure all practitioners are aware of and comply with the organisation's key policies and procedures

#### **Evaluation & Reporting**

- Responsibility for creating reports to funders (with support from the Director of Programmes)
- Dissemination of learning and the creative output from the project

## **COMMON REQUIREMENTS FOR ALL POSTS**

- Be familiar with and adhere to the Company's Policies and Procedures including Child Protection, Equal Opportunities and Health and Safety.
- Regularly refer to the branding and communications associated with the company, communicating in line with them at all times.
- Contribute to the company's ongoing fundraising activity, referring opportunities to other staff, and contributing to work around fundraising such as applications as required.
- Refer regularly to the company Business Plan which will form the foundation for our working practice and objectives.
- Provide necessary information to support the company's monitoring and evaluation procedures.
- Attend and support company networking, performance opportunities and events as required.
- Update your online calendar to inform the company of your timetable.
- Complete holiday / lieu forms in accordance with company procedure.
- Where applicable, be responsible for monitoring your own DBS Cert and its date of renewal.
- Complete relevant finance forms in a timely manner when using company money.
- It is important that our work is safe, and accessible to other members of the team. To enable collaborative working within data protection law you will need to use the company shared drive in accordance with company filing guidelines.
- Work in a flexible manner, being flexible to work evenings and weekends and willing to undertake other duties as required.
- Uphold the core values of AudioActive and operate in accordance with them.

## PERSON SPECIFICATION

Key:

E – Essential

D – Desirable

<b>E/D</b>	<b>Knowledge and Experience</b>
E	At least 2 years of experience of managing projects that support children & young people living in challenging circumstances, including young people at significant risk through mental health issues and homelessness.
E	Good understanding of the issues affecting young people, in particular those living in challenging circumstances
E	A proven track record of setting up & supporting group work and successfully promoting these in new geographical locations
E	Excellent knowledge of & proven ability in safeguarding young people & adults
E	An understanding of the necessary conditions for creativity and innovative practice to thrive in Health and Wellbeing settings
E	A proven track record of working collaboratively to deliver high quality results to deadlines
E	Experience of managing staff
E	At least 2 years' experience in budget management & administration based roles including evaluation and report writing
E	Experience of triaging and assessing referrals into a young people's service
E	Experience of building & maintaining purposeful partnerships with a range of young people, youth-led initiatives, professionals and referral agencies
E	A commitment to equality and inclusivity

<b>E/D</b>	<b>Skills and Abilities</b>
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	The ability to work under own initiative and be responsible for solution focused problem-solving.
E	Exceptional interpersonal skills, and able to establish and maintain partnerships with a range of stakeholders
E	Excellent written and verbal communication skills, with a fluent writing style and the ability to communicate effectively to a wide range of audiences through a variety of media
E	A keen eye for detail and to ensure high standards whilst working under pressure
E	Demonstrable ability in and commitment to maintain accurate records and outcomes with a focus on monitoring and evaluation and generating learning
E	Good IT skills including MS Office applications and particularly MS Excel
E	Ability to work with high levels of confidentiality & sensitivity
E	Ability to work flexibly, based on the needs of the project, which may include some evening work
D	Event coordination and promotion of project output

## **WORKING AT AUDIOACTIVE:**

### **Accountability and Working Relationships:**

Accountable to: Director of Programmes

### **Salary, Working Hours and Employment Term:**

30 hours per week at £25,755 p.a. pro-rata (Actual pay = £20,604)

Hours will be worked mainly during weekdays between the hours of 9am and 6pm. Work hours can be flexible in agreement with your manager.

For this role we are open to discussing the possibility of a job share.

Contract: Fixed Term to 30/06/2023 (with view to extending, funds permitting)

A probationary period of 3 months will apply.

### **Annual Holidays**

The holiday entitlement is 33 days per annum including bank holidays. Part-time staff are entitled to a pro-rata of the 33 days based on their working week. In addition, you are not required to attend work between 27<sup>th</sup> and 31<sup>st</sup> December, if your work days fall in this period.

### **Pension Scheme**

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the Staff Pension Scheme. Contributions are currently 8% of basic salary, of which 5% is payable by the member of staff concerned and an additional 3% provided by AudioActive. 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.

### **Employment Benefits**

All employees receive a contribution of up to £200 per year to support them to maintain a passion for music and an up to date awareness of music, particularly where relevant to young people that we work with. Expenditure is flexible (to be agreed with the CEO) and can include music streaming or magazine subscriptions, gig, festival or conference tickets etc.

### **References and Vetting**

Offer of employment will be made subject to satisfactory references and where relevant, a DBS disclosure, which would be sought for the successful applicant as part of our Safer Recruitment policy.

## **HOW TO APPLY**

**Please email a COMPLETED APPLICATION FORM, Equal Opportunities Monitoring Form and a covering letter to:**

[recruitment@audioactive.org.uk](mailto:recruitment@audioactive.org.uk)

An application form can be downloaded at [www.audioactive.org.uk/work-with-us](http://www.audioactive.org.uk/work-with-us)

**PLEASE DO NOT SEND A COPY OF YOUR CV BY WAY OF APPLICATION**

**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 our CEO, Adam Joolia: [adam@audioactive.org.uk](mailto:adam@audioactive.org.uk)

Applications should arrive no later than **10am Monday 23rd August 2021**. All applications received will be formally acknowledged by email. If we have not contacted you by 6pm on Friday 27th August 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 unsuccessful applications at this stage of the process.**

**Interviews will be held from w/c Monday 6th September. Due to current social distancing restrictions, interviews may take place online through video call.**

Start date: ASAP after interview subject to successful candidate's notice period and receipt of satisfactory references. We will have a flexible approach to the post's start date and working arrangements, in line with government guidance on covid-19.