



# **SENIOR SHIFT PROGRAMME MANAGER JOB PACK**

**JUNE 2024**

# AUDIOACTIVE



## **AUDIOACTIVE IS A NON-PROFIT ORGANISATION THAT CREATES SOCIAL CHANGE THROUGH MUSIC AND DEVELOPS EMERGING TALENT.**

Since forming in 1999, AudioActive has built a unique community in Brighton and across Sussex. Our team of musicians and music lovers restlessly develop artists and reach the sort of arch young talents that so often fall through the cracks.

Everything we do is free to access. Our drop-in sessions, workshops, shows and social initiatives exist to enable young people and emerging artists of all backgrounds to fulfil their potential.

We are proud to have played a part in the journey of many Sussex musicians, such as Rizzle Kicks, Celeste, SpectraSoul, Frankie Stewart & Harvey Gunn, ArrDee and many more.





# CONTEXT

The vacancy for a Senior SHIFT Programme Manager at AudioActive comes at an exciting and pivotal time for the organisation.

AudioActive has been delivering free music sessions for young people in Sussex since 1999, using music as a tool for social change and developing emerging artists.

We generally work with over 1000 young people and emerging artists per year who report a range of impacts in their lives from increased musical ability and career development, through to improved mental health, agency, feelings of safety and belonging

Back in April 2023, AudioActive was awarded National Portfolio Status by Arts Council England securing regular funding and support for our work for at least the next three years. This has been a huge honour for us and this has led to lots of other exciting opportunities.

We recently secured the funding to embark on a very ambitious venture, that will enable us to deliver SHIFT, our established music mentoring programme to hundreds of children and young people across Sussex, over the next two years. Alongside this, we will be measuring the impact of this programme on the lives of the children and young people in a scientific way.

This programme will be a game changer for the sector in building a rigorous evidence base for music mentoring and helping to raise funds to support more young people in the future.

This is a nationally significant piece of work and a crucial moment for us as an organisation. We are pulling together the very best team to take SHIFT to the next level.



# VISION & MISSION

## **VISION**

Better futures through and for music

## **MISSION**

For young people and emerging artists of all backgrounds to fulfil their potential, through:

### **MUSIC FOR SOCIAL INNOVATION**

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

### **GRASS ROOTS TALENT DEVELOPMENT**

Providing free access to projects, resources and support at different levels to enable Young People of all backgrounds to discover and nurture their talents

### **A FAIRER, MORE INCLUSIVE INDUSTRY & WORLD OF WORK**

Providing further career and professional development opportunities beyond our social innovation and grassroots talent development programmes





# OUR VALUES:

## **RESTLESSNESS**

We don't ever want to stand still. Music and technology are always evolving and we want to always remain relevant to the younger generation.

## **INNOVATION**

Finding new ways to do things excites us and helps to push the boundaries of music and youth work.

## **COURAGE**

We're not afraid to set ourselves ambitious goals, even if that means facing adversity along the way.

## **COLLABORATION**

Partnership is in our DNA, whether that's with Young People or like-minded organisations who share our vision.

## **AMBITION**

We believe the potential of all Young People to be limitless and will never discourage their ambition.

## **INCLUSIVITY**

Achieving equality in the music industries and in wider society starts by providing equal opportunities for all.

## **PROGRESSION**

We work with Young People and artists at every step of their journey, building relationships that last.

## **IT'S ALL RELATIVE**

Success means different things to different people. We judge our achievements and those of Young People on a case-by-case basis



# WHO WE'RE LOOKING FOR

We are looking for someone with a strong desire to help children and young people work towards achieving positive outcomes, someone who truly believes that music making and mentoring can help young people thrive and someone with the ambition needed to make great things happen.

We need a confident and professional manager who is proactive, well-organised and methodical to get consistency across the geography and programme. We need someone who can take the initiative, work with discretion, contribute ideas and implement them.

An approachable and supportive person with an ability to engage, inspire and motivate others, who can remain solution focused, who thrives on collaborative environments and who can be resilient in the face of non-engagement.





# WHO WE'RE LOOKING FOR

We're proud to have a diverse staff team and we welcome applications from people of all backgrounds, we are especially encouraging applications from:

- ↳ People of colour
- ↳ People who identify as female
- ↳ People who identify as non-binary or gender variant
- ↳ People with lived experience of disability, marginalisation or neurodiversity
- ↳ People from the LGBTQIA+ community
- ↳ People under the age of 30





# THE ROLE

This role will oversee the delivery of SHIFT, a music-mentoring programme for children and young people across Sussex, with the aim of achieving positive individual outcomes and diverting young people away from potential involvement in serious youth violence and the criminal justice system. The research element is in the structure of a full efficacy study (randomised control trial), which will be managed by an external team of evaluators that this role will work alongside.

This role will ensure that lessons learned in the initial pilot phase influence the final design of the full efficacy study. The role will manage strategic relations with all stakeholders including statutory health and social care services; schools and educational settings, Youth Offending Service and the Police etc. They will oversee the production of engaging and accessible promotional material to promote the randomised control trial to partners & stakeholders, including those that are under-resourced and/or hard to engage.

The postholder will need to establish the process and protocols to ensure successful delivery and completion of paperwork and reporting against set timescales. Strong people management experience and excellent line management skills will be essential. The role will directly manage SHIFT Area Programme Managers and will be accountable for delivery in line with contract and budgetary requirements.





# RESPONSIBILITIES

- ↳ To oversee the SHIFT programme delivery across Sussex, adhering to best practice in music mentoring and the research requirements of the RCT so that we meet our contractual obligations for this programme over the two years.
- ↳ To lead a medium sized staff team; ensuring that people are recruited, inducted, supported and developed, and that performance is well managed, to ensure high standards in line with organisation policy and procedures.
- ↳ To help Programme Managers recruit, induct, support and develop the mentors in their areas, in line with organisational procedures so that they work effectively and creatively with children and young people to achieve individual outcomes.
- ↳ To co-supervise Local Authority Leads in partnership with the relevant local authority; so that they can manage the cases of children and young people allocated to the control group, adhering to the requirements of the randomised control trial.
- ↳ To liaise with senior management in schools and statutory services to promote the programme and establish pathways for delivery, working with the Programme Managers where there are pre-existing relationships and forging relations where necessary.
- ↳ To liaise with the Police, Violence Reduction Unit and other associated partners to get the offending data needed to demonstrate children and young people's positive outcomes in this area.
- ↳ They will ensure that the baseline and endpoint questionnaires are completed, the conditions for which are consistent, and that there is consistency across Sussex, to enable us to measure impact.



# RESPONSIBILITIES

- ↳ To work alongside the external evaluation team to ensure that the team adhere to the requirements of the randomised control trial, to maximise our ability to demonstrate impact and to exceed the expectations of our funders.
- ↳ To create a positive, supportive culture, where staff has a good understanding of professional boundaries and best practice, and to role model the behaviour expected of staff as laid out in the code of conduct.
- ↳ To develop and maintain effective and productive working relationships with referring partners and other stakeholders so that communication can be open and honest and issues are addressed when necessary.
- ↳ To inspire and support the team to deliver a programme that is strength-based, person-centred, psychologically informed and promotes youth power and involvement in our evolving participation framework.
- ↳ To oversee the safeguarding of children and young people (as a Designated Safeguarding Officer) and to ensure that staff are well trained and supported, so they can intervene when needed in accordance with policy and procedures and to work with the Designated Safeguarding Lead to ensure coordination across the organisation.
- ↳ To embed safer working practices across the programme and the organisation to ensure that risks are mitigated and that issues are dealt with and recorded.





# PERSON SPECIFICATION

## **ESSENTIAL**

- ↳ Project and grant management experience in the voluntary or not for profit sector.
- ↳ Extensive experience working at a senior level with statutory services for young people.
- ↳ Experience of recruiting, inducting, supporting and supervising staff.
- ↳ Extensive experience working with vulnerable young people.
- ↳ Relevant experience and training for the context and client group (youth crime prevention, community music, youth work, youth support services).
- ↳ Excellent interpersonal skills (verbal and written communication skills, listening skills, negotiation skills) with an ability to motivate and inspire.
- ↳ Ability to draw on a wide range of approaches depending on the situation.
- ↳ Proven ability to plan workloads effectively and to work to reporting deadlines.
- ↳ Experience of exercising discretion when handling sensitive information.
- ↳ Fully computer literate with a good working knowledge of Google Suite & MS Office.



# PERSON SPECIFICATION

## **DESIRABLE**

- ↳ Research-based or youth or social work-based professional qualification or equivalent.
- ↳ Large grant management experience.
- ↳ An understanding of the current strategic context of Serious Youth Violence & violence reduction work.
- ↳ Demonstrable experience of successfully leading a large-scale programme in a youth development/research context.
- ↳ A history of working in the field of music and community music.





Senior SHIFT Programme Manager Job Pack

# 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.

## **ACCOUNTABILITY AND WORKING RELATIONSHIPS**

Reporting directly to the Director of Programmes & Operations.

Line management of 3 Area Programme Managers.

Joint oversight of 3 Local Authority-based Control Group Managers (line-managed by Local Authority Leads).

## **SALARY, WORKING HOURS AND EMPLOYMENT TERM**

£36,000 - £38,000 pro rata (£28,800 - £30,400)

0.8 FTE (30 hours per week)

Hours will be worked mainly during weekdays between the hours of 9am and 6pm. Work hours can be flexible in agreement with your manager. You may be required to work occasional evenings and or weekends.

2 year fixed term contract.

A probationary period of 6 months will apply with option to extend.

## **ANNUAL HOLIDAYS**

The holiday entitlement is 36 days per annum including bank holidays (Pro-Rata). Part-time staff are entitled to a pro-rata of the 36 days based on their working week. In addition, you are not required to attend work between 27th and 31st December, if your work days fall in this period.



# WORKING AT AUDIOACTIVE

## **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 not to take part in the Scheme.

## **EMPLOYMENT BENEFITS**

All employees receive a contribution of up to £200 per year (pro rata) 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.





Senior SHIFT Programme Manager Job Pack

# HOW TO APPLY

To apply for this role, please follow this link to the application form:  
[audioactive.org.uk/work-with-us](https://audioactive.org.uk/work-with-us)

This role is a key appointment for AudioActive as we are a rapidly developing music charity. Please outline why you are interested in this role at this point in your career and how your skills and experience meet the required person specification detailed above. Please also reflect on the challenges and opportunities you would expect to face as you translate your experience to AudioActive.

## **APPLICATION DEADLINE**

The deadline to apply for this role is **9am on Monday 24<sup>th</sup> June 2024**, with interviews occurring from **8<sup>th</sup> July** onwards.

If you have any questions or would like to have an informal chat about the role, please contact [niki@audioactive.org.uk](mailto:niki@audioactive.org.uk).

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.

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