



Job Description

Job Title: Primary Music Curriculum Project Manager

Responsible to: Head of Creative Learning

Bristol Beacon is a music charity, renowned venue and award-winning music education hub. We're here to help make space for music every day, with everyone. We do this through a remarkable programme of live music performance, participation, and education. Our vision is to unite people through the joy of live music and believe that doing so has the power to create a better society for all of us.

Part of Bristol's cultural heritage for 150 years, Bristol Beacon has hosted some of the world's greatest musicians from Ella Fitzgerald to The Beatles to London Symphony Orchestra. We strive to be a symbol of hope and community, a focal point for music and a place of welcome, warmth and light.

Operated by Bristol Music Trust since 2011, in 2018 we embarked on a major capital transformation of our venue to create a world-class concert hall for the city and region, with accessibility and inclusion at its core. Hailed as one of the most significant investments in cultural infrastructure in the UK in recent times, we reopened in November 2023 with a programme that included landmark commissions, celebrations of Bristol artists and performers, star names in music and comedy, and a blockbuster Orchestral season. With an ambitious ongoing programme of concerts, gigs, festivals, conferences and more, and with new spaces dedicated to education and talent development, we anticipate hosting 800 events and welcoming 400,000 visitors per year from across Bristol, the Southwest and internationally.

As an organisation we are equally and increasingly recognised nationally for our work to grow music education and participation. We have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music Education Hub lead for Bristol, we deliver the National Plan for Music Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led Transformation Promise programme is backed by strategic funding partners and includes working with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

We are showing further sector leadership through our sustainability commitment to become the first UK concert venue to achieve Net Zero.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference and place great importance on inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

Creative Learning & Engagement

Creative Learning & Engagement (CLE) is responsible for two areas of work: Bristol's Music Education Hub, and Community Engagement.

Since 2013 Bristol Beacon's Music Education Hub has made significant progress toward achieving its vision of making Bristol the 'UK Capital of Young People's Music'. Our award-winning education programmes for young people are set to expand to reach Bristolians of all ages and all backgrounds.

At the heart of our work is great music making and learning. Our programme sets out to encourage participation, engender a sense of civic pride and instil a lifelong love of musical culture. With three prestigious awards in two years from the Music Education Council (MEC) and Music Teacher Awards for Excellence, including winning the Major Prize for best music education hub, our work is gaining national recognition.

Of equal importance is our community work collaborating with organisations across the city to support Bristol's most marginalised and isolated people to access creative opportunities. We deliver targeted programmes of work with care experienced young people, disabled musicians as well as growing health and wellbeing activity.

As the transformation of Bristol Beacon comes into focus, a sharper vision for learning and engagement will be required; one that underpins Bristol Beacon's revised strategic priorities and engages all the communities of Greater Bristol and beyond. Looking ahead, CLE will work in close partnership with the Programme team to further integrate education and engagement activities into the creative output of Bristol Beacon – maximising the opportunities made possible through a world-class live music programme.

Purpose of Role

The Primary Music Curriculum Project Manager is a project management role and is responsible for overseeing and coordinating the effective delivery of the Primary Music Curriculum Project that Bristol Beacon is working in partnership with the Cathedral School Trust to create.

Through commissioned funding Bristol Beacon and Cathedral School Trust will develop over 246 online lesson plans, resources and lesson examples which will be made available for free on a national platform. This 18-month fixed term role will manage delivery timelines, workflows, the budget, and communicates and reports effectively to all relevant stakeholders.

The Primary Music Curriculum Project Manager will work alongside a team of Curriculum Leads and Teachers who will develop the curriculum and associated resources.

Key Responsibilities

1. To oversee the project timeline and the mapping of tasks and resources to ensure key milestones are met.
2. To coordinate and document all relevant meetings relating to the project. This includes meetings between Bristol Beacon and the funder as well as regular partnership meetings with Cathedral School Trust.
3. To work with the Primary Music Lead and other relevant project staff and stakeholders to ensure that planned activities are scheduled appropriately to meet contracted deadlines and milestones.
4. To lead on project reporting requirements.
5. To lead on updating the project risk register in partnership with relevant project staff and stakeholders.
6. To lead on the creation and implementation of any new project-based processes that are required to ensure effective delivery of the project.
7. To regularly liaise with relevant stakeholders as and when required.
8. To schedule relevant technical / video / audio freelance support to enable resources to be created (as directed by the Curriculum Leads).
9. To oversee and manage the project budget.
10. On a day-to-day basis set an example on the application and adherence to all Bristol Music Trust Policies and Procedures.

Employee specification:

Essential – The role holder **must** have the following **Core** and **Additional Role Specific** competencies:

Core Competencies

LEADERSHIP

- Ability to organise own and other's activities with operational planning responsibility for the relevant project.
- Excellent knowledge of primary school education.

COMMUNICATION

- Conveys and receives information effectively and builds positive working relationships.
- Excellent and accurate standard of written and verbal communication.

ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING

- Able to handle conflicting priorities and is reliable and flexible in response to work priorities and issues.
- Remains positive and puts difficulties into perspective, is able to problem solve.

CUSTOMER SERVICE

- Builds rapport and sustainable relationships with project partners and funders – seeking pro-actively to understand their needs and satisfaction levels.
- Able to give timely advice.

TEAMWORK

- Discusses problems/issues with team members that could impact on results.
- Works effectively as part of a team and acts in a supportive manner to the team.

PLANNING AND ORGANISATION

- Workload delivered within deadlines and to agreed standards.
- Ability to develop and review processes and evaluate and monitor activity.
- Responds positively to changing priorities.

Role Specific Competencies

TECHNICAL

- Good IT skills including use of Microsoft Excel and project management tools
- Able to work with numbers and analyse quantities of data to draw meaningful conclusions.
- Excellent administration and project management skills with appropriate experience
- Reporting, monitoring and evaluation skills
- An understanding of Music Education

Occasional Duties

The role holder will carry out any other duty that is reasonably required.

Place of Work

Your usual place of work is Bristol Beacon, central Bristol or Beacon Music Centre in Southmead. You will usually be based at Beacon Music Centre.

We offer a non-contractual hybrid working model and would be open to applicants who wanted to work with us 1 day per week in person (in the office) and 1 day per week at home.

Date created / modified: March 2024
Created by: Head of Creative Learning
Approved by: BB HR

Outline of Terms and Conditions:

Role:	Primary Music Curriculum Project Manager
Salary:	£30,000, pro-rata, £12,162.16 per annum
Contract:	Fixed Term (Until end of August 2025)
Hours:	Part-time 15hrs per week
Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service (pro-rata)
Probationary Period:	6 months
Pension:	Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution

Application Procedure

To apply please complete our application form and equal opportunities monitoring data on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team.

If you require our application form in an alternative or if you need to provide your application in a different way or have questions about the recruitment process for the role, please contact our People Team hr@bristolbeacon.org

Reasonable adjustments will be made for applicants if required, please let us know if you have any needs. Disabled applicants who meet the essential criteria for the role, will be offered an interview.

Closing date for applications: **Tuesday 19 March 2024 at 9am**

Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.