



# Bristol Beacon

Share in the joy of live music

Director of Creative Learning and Engagement Job Pack



# About Bristol Beacon

Welcome to Bristol Beacon and thank you for your interest in this senior leadership role. Bristol Beacon has been part of Bristol's cultural heritage for 150 years, hosting some of the world's greatest musicians from The Berlin Philharmonic Orchestra and Rachmaninov to The Beatles, David Bowie, Jimi Hendrix and Queen, Belle and Sebastian and Kraftwerk, and music festivals including Simple Things, Bristol Jazz and Blues and Americana. Our vision is to unite people through the joy of live music.

In 2018, we embarked on a major capital transformation to create a world-class music venue for the region that is the most inclusive in the UK. Prior to transformation, our artistic programme had grown to 450 events and six major festivals, attracting 300,000 visitors per year. Our visitors come from across the UK and abroad with 65% from Bristol.

In June 2018 we closed our main auditorium and second hall to commence the refurbishment programme. However, we have partnered with over 30 other local venues to continue to promote a programme of around 200 shows per year in these venues and other interesting locations, which has maintained crucial engagement with audiences and artists, targeting hard-to-reach groups and disadvantaged areas.

As an organisation increasing in national importance, we have developed our creative learning and engagement work. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care and providing community based health and well-being programmes. As the Music Education Hub 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 programme in partnership with The National Foundation for Youth Music and Paul Hamlyn Foundation, works with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

We have also announced our sustainability commitment to become the first carbon neutral concert hall in the UK.

We achieve our aims 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 the importance of staff wellbeing, so that our team can be their best selves at work. Bristol Beacon's commitment to diversity is that we believe that our work will be greater when we are representative of the lived experience across Bristol and the wider region.

We are looking for people with the skills, enthusiasm, and experience to help us to widen our perspective and better serve the needs of our communities. We are particularly interested to hear from applicants who may be from a background that is underrepresented in the culture sector and would like to develop their chosen field of work with us.

Here's a taste of what we do:

<https://www.youtube.com/watch?v=br4S1A1ls9w>

<https://bristolbeacon.org/about-us/>

<https://bristolbeacon.org/make-space-for-music/>

<https://bristolbeacon.org/our-transformation/>

## A note from our CEO



Our new Director of Creative Learning and Development will join us at an exciting time as we enter the final phase of our Transformation period and play an important part in this last stage as we move towards reopening.

We have had an incredibly busy 18 months, we have launched our Transformation Promise (the basis of our current Business Plan) changed our name and launched our new brand, bringing our Creative Learning and Engagement Team (CLE) and Music Education Hub firmly into this new, and already award winning, brand.

Under the vision and leadership of our current Director of CLE our CLE teams work has evolved and developed to become a creative, dynamic, and agile team, drawing in new strands of work, and capable of responding to the ever-changing scope of music education.

We are looking for a creative, strategic leader, capable of sustaining and driving forward the energy we have within our CLE team and who is passionate about the impact music has on the lives of young people, emerging artists, audiences, and the wider community.

At this point in our journey we are open to the role evolving again to take a new strategic direction, representative of the new National Plan for Music Education. We believe in the power of music to transform lives, and the Job Description below represents the role as it is now, but as part of your application we would like to hear your thoughts on the future direction for this role.

## About this role

The Director of Creative Learning and Engagement is responsible for creating the vision for all of our education and community work. They provide strategic leadership and direction to the Creative Learning and Engagement team and head up our partnership strategy to ensure that we maintain our national profile.

Our award winning Music Education Hub has been a leader in music education since 2013 when the Music Hub became part of Bristol Beacon. We offer a music in schools programme that brings music to life for thousands of children across Bristol, we offer whole class tuition and individual music and singing tuition, the chance to join a group choir or ensemble and we offer a range of bursaries to help young people start their musical journey.

We have major partnerships with Youth Music, the Paul Hamlyn Foundation and Earthsong Foundation and we also partner with industry professionals like Rising Arts Agency to provide opportunities for emerging talent.



## Job Description

**Job Title:** Director of Creative Learning and Engagement

**Responsible to:** Chief Executive

**Responsible for:** Vocal and Instrumental Strategy Manager  
Head of Community Engagement  
Creative Producer, Artist Development  
Exam Coordinator

### **Bristol Music Trust**

Run by Bristol Music Trust, and known as **Bristol Beacon**, we were established in 2011 to run the South West's largest concert hall and promote musical excellence, creative learning and engagement. We announced our new name in September 2020. Bristol Beacon is a symbol of hope and community. A focal point for music and a place of welcome, warmth and light.

Our vision is to unite people through the joy of live music. We achieve this through a diverse programme of inspirational musical experiences, which offers something for everybody and encompasses music of all genres including classical, jazz, folk, world, rock, and pop, as well as local choirs, orchestras, and schools.

As an organisation increasing in national importance, 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 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 programme, in partnership with The National Foundation for Youth Music and Paul Hamlyn Foundation, works with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

In 2023 we will open our newly refurbished concert halls in central Bristol with a new Music Education Centre in the cellars. This will be a completely new space dedicated to music teaching and incorporating a new performance space aimed at young people and emerging artists.

## **Creative Learning & Engagement**

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

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 working with partners such as Paraorchestra and the National Open Youth Orchestra to support work with disabled musicians as well as our work with care leavers and growing health and well-being work. Our Industry work seeks to create programmes to support a pipeline of young emerging artists working in partnership with other organisations in the music industry.

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.

## **Senior Management Team**

The Senior Management Team (SMT) consists of the Chief Executive and eleven senior managers, of which the Director of Creative Learning and Engagement is one. The team are responsible for implementing the Bristol Beacon vision and strategy across their individual departments, and take an overview of the day to day running of Bristol Beacon and Creative Learning & Engagement. The team meet on a fortnightly basis to discuss strategic issues, review activities, and deal with any significant matters that arise. The team report regularly to the BMT Board of Trustees, and the Chief Executive, Chief Operating Officer and Director of Creative Learning and Engagement attend all Board meetings, though other SMT managers may be required to attend from time to time.

## **Purpose of the Job**

The Director of Creative Learning and Engagement is a senior strategic role within Bristol Beacon. The post holder will provide clear and inspirational leadership to our Music Education Hub and Creative Learning and Engagement team, maximising the impact of our work for all young people in Bristol.

## **Key Responsibilities and Key Related Competencies**

1. **Music Education, Leadership & Management** - To create and maintain a vision and strategy for the overall learning and education programme including the Community and Industry programmes.
2. **Planning & Organisation** - To devise an operational strategy to ensure that our Music Education Hub, Community and Industry work are fully integrated and integrated with the Artistic Programme thus making full use of the range of resources now available.
3. **Financial Management** - To develop and lead the strategy and financial plan for Creative learning and Engagement in line with the Trust's strategic objectives.

4. **Building Relationships** - To develop the reputation and work of BMT Creative Learning and Engagement ensuring that the programmes are of consistent quality.
5. **Teamwork, Leadership & Management** - To work closely with the Chief Operating Officer, Head of Finance and Finance Officer for CLE to ensure that all costs are managed effectively and commercially and maximise funds available for our artistic and educational objectives.
6. **Financial Management** - Oversee the management of all budgets agreed for CLE - ensuring effective monitoring, identification of risks and issues, opportunities for income generation and overall efficient financial management in line with the financial priorities of the Trust and in agreement with the Head of Finance.
7. **Financial Management** - To work with the Development Director to create a fundraising strategy for CLE working with BMT Development Team to increase both awareness and financial support for CLE.
8. **Teamwork, Communication** – To work with the marketing team to support the development of a marketing strategy for CLE by the marketing team.
9. **Building Relationships** - To collaborate with the Artistic Director and Programme Team to achieve greater opportunities to integrate CLE work into the performance programme at Bristol Beacon.
10. **Leadership & Management** - Play an active role as a member of the Senior Management Team in the leadership and strategic direction of BMT.
11. **Music Education** - To develop and maintain a good understanding of current practice in music education and performance in order to provide leadership to all staff in CLE in developing programmes of work.
12. **Building Relationships** - To cultivate and maintain excellent relationships with local, national and international stakeholders and partners
13. **Leadership & Management** - To inspire, lead and develop CLE managers making sure that everything we do contributes to putting music at the heart of Bristol life.
14. **Leadership & Management** - To inspire, line manage and lead the Creative Learning and Engagement team, through individual objective setting and performance management, regular 1:1 meetings, and identification of training needs.
15. **Leadership & Management, Communication** - To set an example to the Creative Learning and Engagement team, on the application, implementation and adherence to all Trust policies and procedures, ensuring that they play a full part in delivering the vision and objectives of Bristol Music Trust.

#### **Employee Specification:**

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

#### **Core Competencies**

##### **COMMUNICATION**

- Strong communication and interpersonal skills.
- Conveys and receives information effectively.
- Builds positive working relationships.
- Excellent and accurate standard of written and verbal communication.
- Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.

#### ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING

- Generation of new ideas and suggestions for change.
- Ability to manage change and respond and adapt to changing circumstances.
- Remains resilient, able to prioritise when faced with adverse situations and conflicting demands.

#### CUSTOMER SERVICE

- Provides an excellent service to meet internal and external customer/client needs.
- Builds rapport and sustainable relationships with customers, seeking pro-actively to understand their needs and satisfaction levels.

#### PLANNING AND ORGANISATION

- Is able to organise own time effectively, responds to changing priorities, and meet deadlines as required.
- Making long-term plans which encompass the vision, aims and strategic objectives of Bristol Beacon.

#### TEAMWORK

- Works co-operatively and flexibly with colleagues, co-workers and clients.
- Communicates expectations for teamwork and collaboration.
- Is able to effectively delegate, monitor performance, and motivate the team.
- Seeks ideas and input of own and other teams.

### **Role Specific Competencies**

#### LEADERSHIP AND MANAGEMENT

- Is able to inspire individuals to give their best to achieve a desired result.
- Maintains effective relationships with individuals and the team as a whole, to ensure that the team is equipped to achieve objectives set according to the overall business need.
- Manages the development and performance of staff through coaching, mentoring, and peer support.
- Promotes a trusting and empathetic, equitable and fair environment.
- Ability to motivate and lead team to ensure effective performance against goals.
- Provides effective leadership and values to the team, passing own skills and knowledge where possible.

#### MUSIC EDUCATION EXPERIENCE

- Proven experience in the successful delivery of formal and non-formal music education.
- An active interest in a wide range of music.
- Knowledge of local and national policies relating to the arts and children and young people
- Ability to work within a multi-agency framework in relation to children and young people.
- Experience of reporting directly to a Board of Trustees.
- Experience of leading a learning programme centred on a professional performance venue.

#### BUILDING RELATIONSHIPS

- Experience of managing complex stakeholder relationships.
- Track record of good relationships with diverse stakeholders.

#### FINANCIAL MANAGEMENT

- Ability to set and monitor budgets effectively.
- Demonstrable commercial acumen.

#### The following is **desirable**:

- Knowledge of music making in the Southwest

## Other Duties

The role holder will carry out any other duty that is reasonably required. Your usual place of work is Bristol Beacon, either central Bristol Beacon or Beacon Music Centre, based in Southmead, but you may be required to work at other locations that are reasonably placed.

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### **Outline of Terms and Conditions:**

Role:	Director of Creative Learning and Engagement
Salary:	Please email Alison Williams People Manager for salary details <a href="mailto:hr@bristolbeacon.org">hr@bristolbeacon.org</a> We will talk to you about the salary offered for the role in an initial conversation and ask you to put forward your salary expectations if you are comfortable to do so.
Contract:	Permanent
Hours:	Full-time, 37 Hours
Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service
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 employee contribution

A Disclosure Barring Service (DBS) Check is required for this role.

### **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:

- **We would particularly like your application to focus on where you would take this role next based on what you think could be in the new National Plan for Music Education.**

If you require our application form in an alternative way, or if you need to provide your application in a different way or have questions about the recruitment process for the role, please don't hesitate to let us know. Reasonable adjustments will be made for applicants if required, please let us know if you have any needs, you can contact our People Manager on 0117 204 7108 or email [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

Disabled applicants who meet the essential criteria for the role, will be offered an interview.

The application process for this role will be in 2 Stages:

An informal conversation around the role to hear where you are in your career journey, where you might take this role next, and the salary offered for the role. **This is not part of the selection process**, we just want to gauge ideas, please contact Louise Mitchell, CEO [louise.mitchell@bristolbeacon.org](mailto:louise.mitchell@bristolbeacon.org) or Clare Jack, COO [clare.jack@bristolbeacon.org](mailto:clare.jack@bristolbeacon.org)

1. First Stage Interview and Presentation
2. Second Stage Interview and Decision

The closing date for applications is **Tuesday 3 May 2022 at 5pm**

*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.*