

Pembroke Academy of Music Project Manager



Brief Description

To manage the delivery of the Pembroke Academy of Music programme and produce a strategic vision for the future of music education at Pembroke House.

Application Deadline: Monday 5 September 2022, 9 am GMT

Interviews: Week of 12 September.

Please note that successful candidates will be asked to lead a workshop session on the evening of Wednesday 14th September. Please let us know as soon as possible if you will not be able to make this.

To apply: complete and submit the application form at this link:

<https://airtable.com/shrpeZNy34vFo3YdQ>

Pembroke House actively seeks and encourages applications from candidates from diverse backgrounds. We actively encourage applications from eligible candidates from a BAME background. We would also like to encourage applications from people who live locally.

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. At interview stage you will be required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Pembroke House

Pembroke House is a centre for social action and residential community in Walworth, south-east London. We were founded in 1885, by students from Pembroke College, Cambridge, as one of the first settlement houses. Shocked by growing poverty and inequality, the pioneers of the settlement movement sought a new approach: taking up residence to live, work and solve problems alongside local communities. For over 130 years, we've been working to bridge traditional divides and unite people – whatever their background or walk of life – in building a better Walworth.

Pembroke House

80 Tatum Street, London SE17 1QR | 020 7703 3803
info@pembrokehouse.org.uk | @Pembroke1885

Registered Charity Number: 1177866 Registered Company Number England and Wales: 10586362



Role overview

The Pembroke Academy of Music is an open-access music education programme with a vision that all young people should have the opportunity to learn and grow through high-quality engagement with music. PAM works toward this vision by offering local children low-cost classical music instrumental instruction, providing opportunities for them to perform and enjoy classical music and supporting their personal development through music.

Having recently returned to in-person teaching following the pandemic lockdowns, Pembroke House sees this as a critical moment to review PAM's vision and mission and reconsider what role it can play in the creative and cultural life of the Walworth area. To help lead this work we are seeking an experienced music educator who is excited not only to manage the delivery of the PAM programme, but to develop a strategic vision for the future of music education at Pembroke House, testing out new ideas along the way.

Key to Pembroke House's mission is to fight inequality by building stronger relationships and stronger communities of residents. The PAM Project Manager will help us to figure out how music education contributes to that mission.

Responsible to: Director of Programmes

Responsible for: Pembroke Academy of Music Administrator, Music Tutors

Location: Primarily from one of the charity's office spaces in Walworth SE17, with some work from home possible

Hours of Work: 14 hours per week, during normal working hours, but must also be available to work Wednesday evenings when PAM programme is in session

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Budget oversight: Pembroke Academy of Music budget

What will be different if this job is done well?

- Learning: Children of all levels of experience who have less access to music education will experience high-quality music training that will support both their musical and personal development
- Team development: The PAM team will work together to reflect, learn and continuously improve, from week to week, term to term and year to year
- Strategy: PAM will have a strategic plan that reflects the mission of the organisation and the needs of the local community
- Sustainability: The long-term sustainability of the music programme will be secured, building on strong relationships with current funders
- Collaboration: The PAM team will work collaboratively and efficiently to deliver complex projects to tight deadlines across a variety of areas of work

Workstream responsibility

Pembroke House's work is organised around five key streams.



The PAM Project Manager's work will sit in the Programming Stream. In addition, a clear understanding of work happening in all areas will be essential to the successful functioning of the role.

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Key Relationships

In this role you will be expected to work closely with other key members of the team.

Programming

Director of Programmes. The Director of Programmes oversees the Programming and Social Front Door workstreams. The Director is responsible for the development of an overall purpose and ways of working within these programmes and holds programme leads accountable for their delivery.

PAM Administrator. The PAM administrator is responsible for delivering all of the administrative and logistical work of the PAM programme. The PAM Project Manager will be responsible for line managing the PAM administrator.

Dance Project Officer. The Dance Project Officer manages the dance programming. The PAM Project Manager will work closely with the Dance Officer to ensure consistency within all the performing arts programmes and help develop an overall strategy for performing arts education at Pembroke House.

Enablers

Director of Finance & Operations. The Director of Finance and Operations will work with the PAM Manager to agree and manage budgets for PAM.

Chief of Staff. The Chief of Staff will work with the PAM Manager to ensure that priorities and HR practices for PAM are aligned with our organisational plans and the capacity of the wider team.

Pembroke Academy of Music Project Manager



Job description

This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Main Duties and Responsibilities

1	<p>STRATEGIC REVIEW</p> <ul style="list-style-type: none"> Working with the Director of Programmes, conduct a strategic review of the Pembroke Academy of Music and develop a plan for the future of PAM and its place within the Pembroke House performing arts offerings Research other local music education programmes as well as the character of the community and determine how PAM fits into the local music education landscape and can best serve the needs and interests of the community Collaborate with leads of other Pembroke House programmes to ensure the programmes are collectively delivering on the organisation's mission and vision, are mutually supportive and are learning from each other Test new ideas for the PAM programme
2	<p>PROGRAMME MANAGEMENT</p> <ul style="list-style-type: none"> Create and maintain conditions that maximise the enjoyment, learning and development of participants, tutors and volunteers Oversee team of tutors, ensuring they have the tools and support they need to deliver effective music education Line manage the PAM Administrator Lead an educational session within the PAM programme such as an instrument lesson, a whole group session or musicianship class Maintain and build relationships with external partners to deliver opportunities for students to perform and enjoy music Manage PAM budget and ensure PAM is delivered within budget Ensure that Health and Safety and Safeguarding policies and procedures are properly understood and followed Oversee evaluation and monitoring of PAM programme, ensuring both the programme and the wider organisation are engaging in ongoing learning from its work
3	<p>FUNDRAISING</p>

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	<ul style="list-style-type: none"> • Lead on fundraising for PAM through trusts and foundations with the support of the Pembroke House team • Manage ongoing grants
4	OCCASIONAL DUTIES <ul style="list-style-type: none"> • Attend special events organised by Pembroke House which may be during the evenings or at weekends. • Attend monthly team dinners held during the evening. • Complete other tasks commensurate with the level of the role
5	OTHER <ul style="list-style-type: none"> • Take part in weekly and monthly meetings of all staff or smaller project-based teams helping foster effective team-working and a coherent approach across all our activities. • Contribute to developing the learning framework for our organisation as a whole by taking part actively in discussions and learning days. • Take part in the life of Pembroke House by mucking in when a team effort is required to get something done. • A commitment to the Equal Opportunities Policy of Pembroke House • Act as a First Aider and Fire Marshal
<p>The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke House reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.</p>	
Job Description prepared by	Tara Mack
Date	21 July 2022

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Person Specification

Who we're looking for

The person we appoint to this role will be passionate about music education. You will bring musical expertise and training, as well as an understanding of what makes a music education programme effective.

You will also be passionate about Pembroke House's wider mission and will be looking to mix your musical skills and creative practice with the opportunity to work as part of a small and enterprising organisation, tackling long-term inequalities in a diverse neighbourhood. Key to Pembroke House's work is to fight inequality by building stronger relationships and stronger communities of residents in the Walworth area. You will be excited to ask the question, what is music education beyond individual instrumental instruction? How can a music education programme help build not just stronger individuals but stronger communities?

You will be a good communicator, someone who can talk to and build relationships with people of diverse backgrounds, and an effective leader who can motivate a team to work together and build shared understanding. You will be a well-organised person who can turn multiple interconnected and sometimes competing priorities into a well-ordered plan. Most of all, you'll be passionate about learning, comfortable with challenging your own ideas and preconceptions, and constantly looking for ways to improve.

Qualifications / academic achievements / education

Essential

- An undergraduate degree in music or an equivalent level of formal musical education

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Skills / knowledge / training

Essential

- Experienced musician, with excellent performance and teaching skills in at least one instrument (or voice)
- Strong written and verbal communication skills and interpersonal skills
- Proactive organisational skills; ability to plan, prioritise, and reprioritise tasks to manage workload
- Ability to work effectively as part of a team and take direction from others
- Confidence in delegating tasks
- Ability to take initiative and work independently
- Ability to maintain focus and adapt in a rapidly changing environment

Experience

Essential

- 2 years' experience working with children and young people in a music education environment
- 2 years' experience in project management
- Experience of raising money for projects

Desired (if required)

- Experience of leading a team of freelance musicians

Personal Attributes

Essential

- A passion for musical education and creating environments that maximise enjoyment, learning and development
- A desire to develop your musical practice in a wider work context and to learn new skills
- A passion for the vision and mission of Pembroke House
- A love and eagerness for learning and self-development and an openness to exploring unexpected directions
- An ability to respond to and act on feedback
- Commitment to the Equal Opportunities, Data Protection, and Child and Vulnerable Adult Safeguarding Policies of Pembroke House

Desired

- Competency in languages other than English, particularly Spanish

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Special Conditions

Essential

- Willing and able to work from the charity's premises
- Ability to work regularly on Wednesday evenings, and occasionally outside of normal office hours including evenings and weekends
- Sensitive to the ethos of St. Christopher's Church

For further information about Pembroke House, please visit our [website](#).

If you have any questions about the role then please be in touch with Tara Mack, The Director of Programmes at tara.mack@pembrokehouse.org.uk

Benefits

Salary: £30,000 FTE (pro rata)

Cost of living will be reviewed annually and is currently pegged to the Higher Education single pay spine – a collective agreement negotiated between five trade unions

Working culture

Approximately a fifth of the team are part-time employees and we all come from diverse backgrounds and experience – ranging from local and central government and youth & community work, to academia, music, dance and politics.

Food plays a central and growing role at Pembroke House: when possible we run community lunch clubs, monthly team dinners, healthy breakfasts, and lunches.

No-one at Pembroke House is confined to a desk or computer — everyone chips in with projects, events and activities.

Wellbeing activities take place throughout the year.

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Holidays

28 days paid annual leave per annum (pro rata), plus the standard Bank and Public Holidays and three discretionary days between Christmas and New Year.

The leave year begins on 1 April. During the first year of employment, you will be entitled to annual leave on a pro rata basis

Pension

A 5% employer's contribution to the pension scheme is offered, subject to qualifying criteria

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