

Young Music Makers

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Interim School Director: Job Description & Person Specification

Young Music Makers London

Role: Interim School Director

Contract: Maternity cover, fixed-term contract November 27th 2021 - December 31st 2022

Start date: Saturday November 27th 2021. Our existing School Director (SD), Becky McChrystal, will brief you about the work needed and will discuss with you the detailed task list and timeline for the handover.

Reports to: YMM Board of Trustees.

Direct reports: Musical Director (MD), External Events Coordinator (EEC), Administrative Assistant (AA).

Orientation / training:

- 1 day shadowing on either Saturday November 6th or 13th
- 1 day training remotely with Becky McChrystal [the current School Director (SD)], on a mutually agreed date before 27th November
- 1 day additional training and handover as needed on a mutually agreed date before 8th December

Commencement date:

- Saturday 27th November, (Saturday 27th November and Saturday 4th December as acting SD on site)
- Existing SD is going on maternity leave and will be available until Dec 15th for advice

Duties

- Be present at La Sainte Union (LSU) on term-time Saturdays.
- Share key objective of YMM to provide inclusive, accessible music education for young people and adults in our area.
- Oversee, support and train the AA to:
 - timetable lessons and groups effectively
 - invoice students
 - liaise with parents, tutors and students during the week
 - carry out any other reasonable task required of them by the SD or MD.

- Lead and work closely with the MD to:
 - manage teaching staff
 - monitor teaching standards.
- Support the MD and EEC with running internal and external concerts and events.
- Devise a timetable with a balanced contribution of lessons and groups in order to generate optimal income for the school.
- Provide regular briefing to the YMM trustees.
- Be appraised annually by the YMM trustees.
- Review and advise the trustees on ideas for YMM development and the scope of the SD role.
- Be responsible for safeguarding, health & safety, fire drills, insurance cover.
- Be responsible for the accounts and book-keeping in Xero, with support from the AA, Treasurer and the YMM accountant.
- Be responsible for the ongoing review and implementation of YMM policy, with support from the YMM trustees.
- Liaise with La Sainte Union and their agents, Schools Enterprise, to ensure YMM is complying with their rental agreement.
- Manage the YMM website.
- Develop YMM's marketing and recruitment strategy, with support from the MD and YMM trustees.
- Develop digital platforms for YMM fundraising with support from the YMM trustee fundraising team.
- Write funding bids and grant applications for specific projects.
- Continue to develop partnerships with Camden Music Hub and other local organisers.
- Develop a digital education strategy in conjunction with the MD/EEC.

Person specification

Minimum education/ qualifications:		Essential	Desirable
	Music degree / diploma Project management related qualification i.e. Business administration diploma / postgraduate		X
	A working knowledge of music education systems in the UK	X	
Minimum experience/ knowledge/ skills:			
	Experience in budget management	X	
	Substantial experience in managing processes and procedures	X	

	Substantial experience in office management and administration	X	
	Working knowledge of the googledrive package	X	
	Organisational skills	X	
	Project management skills	X	
	Xero accounting		X
	Music and video editing software		X
	Experience of content creation software, such as photoshop, Canva etc		X
	Big Give and Just Giving fundraising platforms		X
Minimum competencies			
Communicating and influencing	Able to respond to queries and maintain a high level of professionalism with members of the public	X	
Building relationships, working together and in partnership	Able to work well as part of a team	X	
	Able to build relationships within and amongst service areas	X	
Respecting & implementing diversity	Able to understand the importance and relevance of equal opportunities in the provision of services and amongst colleagues	X	
Planning, organising & achieving results	Able to use innovative and practical solutions in business management	X	
	Able to work well under pressure	X	
	Able to work on own initiative and without supervision	X	
	Ability to manage time effectively, prioritise workload and work to deadlines	X	
Managing and developing people	Ability to embrace new systems and to seek improvements to customer service and efficiency	X	
	Ability to supervise a team and to coach and support effectively so that new skills and systems are embedded in the organisation	X	
	Ability to manage conflict and provide effective leadership during a time of change	X	