



APPLICATION PACK - Executive Director

ABOUT GLOUCESTERSHIRE ACADEMY OF MUSIC (GAM) www.gamusic.co.uk

GAM is guided by the vision that all children and young people in Gloucestershire will have access to high quality music education and associated arts activities, and that our teaching systems will have impacted positively on the music sector UK-wide.

Our mission is to improve access to, and pathways through, classical western and world music education.

We do this through:

- Providing high-quality term-time tuition at our Gloucester headquarters and Cheltenham satellite centre, as well as through a Schools Music Agency
- Running inter/nationally renowned and enjoyable Easter and Summer holiday courses
- Working in partnership to extend our reach (e.g. through ambitious events)
- Targeted funded outreach projects to increase the diversity of students accessing our services and developing their talents

We are based in Barbican House in Gloucester but also have a centre in Cheltenham and engage in partnership projects which may involve work in other parts of the county or beyond.

We have an employee staff of 4 and also work with multiple freelance contractors and volunteers.

JOB DESCRIPTION

Reports to: Chair of GAM
Line Management: Director of Music, Senior Administrator, Finance & Development Assistant and freelance contractors as required

Job Purpose:

To develop, deliver and oversee implementation of the business plan working closely with The Director of Music.

Main duties & responsibilities

Finance & Strategic

- Ensure a balanced bottom line, including production of detailed financial projections, management accounts, cashflows and year end reports
- Reporting to, and administration of, the Finance Sub-Committee

- Support strategic review and planning alongside the Director of Music, including responsibility for producing detailed business plans and associated financial projections
- Delivering strategic / organisational development initiatives as required
- Support GAM's Board including agenda setting, editing of minutes, reporting and Board development processes

Income Generation

- Lead on devising and implementing the organisation's income generation strategy and plans, working closely with the Director of Music and Finance Committee
- Writing of bids and grant applications to secure raised income
- Negotiation and drafting of contracts and/or agreements with bookers / partners
- Managing freelance and/or volunteer fundraisers when required
- Overseeing individual giving and/or other campaigns
- Stakeholder / donor management alongside the Director of Music
- Carry out / oversee fundraising research

Personnel, Legal, Policy & Procedures

- Line management of Director of Music, Senior Administrator, Finance & Development Assistant, plus freelance staff / volunteers as required
- Support the Director of Music with contracting, induction and planning / delivering CPD for teaching staff
- Keep policies and procedures up-to-date, and all staff / contractors and partners briefed and trained appropriately, ensuring legal compliance and striving for best practice
- Hold lead responsibility (supported by an allocated Board member where appropriate) in the areas of:
 - Health & Safety
 - Equal Opportunities
 - Recruitment, induction & training
- Monitoring, reviewing and maintaining quality standards
- Ensure legal compliance in all areas, in particular appropriate contracting with personnel and partners, with the support of the Board

Administrative

- Administrative team management, including leading staff meetings
- Overseeing continuous improvement of systems and organisational procedures
- Lead on internal communications

Marketing & PR

- Brand review, development and control (including editing and sign-off of external communications)
- Produce and oversee implementation of annual marketing plans, ensuring termly review
- Oversee core marketing, including website development / maintenance and social media platforms
- Lead responsibility for promotion of spaces for hire at Barbican House and contracting / management of long-term bookings or sub-leases

Monitoring & evaluation

- Lead on monitoring and evaluation, reviewing and improving frameworks and tools as required
- Evaluation analysis, working with the team to ensure learning informs future plans and development, supports stakeholder reporting and is disseminated across the sector appropriately

General

- Attend meetings, events, CPD opportunities and appraisals as required to advocate for the organisation and support personal development, high quality delivery, shared learning and effective team working.

TERMS

Post: Fixed term contract to August 2018, ideally with immediate start (potential for extension to contract, subject to funding)

Weekly hours: 22.5 hours (fte 0.6)

Salary: £30,000 - £35,000 pro rata (subject to experience)

Location: Barbican House, Barbican Road, Gloucester GL1 2JF

Holiday: 22 days + bank holidays (pro rata)

PERSON SPECIFICATION

Essential experience

- Significant experience of senior management
- Experience of developing and / or supporting income generation plans
- A track record of successful bid writing, securing grants, investment and / or contracts
- Investor / stakeholder management experience
- Complex budget setting and management experience
- Confident in producing or overseeing the production of accurate management accounts, cashflows and financial projections
- Experience of (leading or contributing to) business planning
- Experience of developing and / or implementing company policies and procedures
- Line management experience
- Proven negotiation skills
- Excellent written and verbal communications skills
- Computer literacy
- Proven ability to work quickly and accurately, with an eye for detail

Essential attributes

- Driven by commitment to Equal Opportunities
- A belief in the power of music or the arts
- Good self-motivation, time management and personal target-setting skills
- Flexible approach

- Strategic thinker
- Confident and articulate
- Reliable, discrete and trustworthy
- Ability to multi-task under pressure and to deadlines

Desirable

- Understanding of the legal, fiscal and public engagement frameworks within which a publicly funded charitable company operates
- Understanding of the key issues facing the music sector / the arts in the UK
- Experience of working with a Board or Management Committee
- Experience of developing marketing plans and website development / copyrighting
- Equality training and / or understanding through lived experience

HOW TO APPLY

To apply for this role, please complete GAM's application form, which is downloadable from our website: <http://www.gamweb.co.uk/pages/downloads.asp>

Completed application forms and Equal Opportunities monitoring forms must be returned to ExecDirector@gamusic.co.uk.

Deadline for applications: 5pm on Monday 3 July 2017

Queries:

Please contact Cath Wilkins, Interim Executive Director, if you would like to talk about the post informally before applying, or if you need support with your application, or to submit your application in an alternative format.

execdirector@gamusic.co.uk / 07917 796 959

NB. Gloucestershire Academy of Music is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.