

# Manager, Northern Ireland

## Section 1: What is Making Music and what do we do?

### Vision

Everyone has opportunities within reach to make and present their kind of music with others.

### Mission

Making Music is a membership organisation which supports, stands up for and celebrates groups of people making and presenting music together in their leisure time across the UK.

### In the next five years Making Music will ...

- 1. Help Making Music groups become stronger and better able to connect with new members and audiences**
  - 1.1. Give groups the tools and resources to become sustainable, financially and administratively, including help finding volunteers to run the group
  - 1.2. Help groups with recruitment and retention of members, and particularly people under the age of 35
  - 1.3. Enable groups to promote themselves better to potential members, audiences and other networks in their communities
- 2. Stand up for and celebrate Making Music groups, their members, and others coming together to make or present music in their leisure time across the UK**
  - 2.1. Work proactively on the sustainability of music as a leisure activity and respond to issues which threaten its future
  - 2.2. Increase the visibility of Making Music groups and their members
  - 2.3. Increase the visibility of music as a leisure activity to the general public, policy makers and other relevant bodies
- 3. Invite and welcome all kinds of music groups to become part of the Making Music community**
  - 3.1. Strengthen the community of Making Music groups and their members
  - 3.2. Ensure Making Music is able to welcome all kinds of groups of any musical genre into membership
  - 3.3. Reach out to all kinds of groups of any musical genre to invite them into the Making Music community

We also need to make sure that Making Music is able to implement these plans, so we intend to:

- 4. Ensure Making Music is sustainable and robust for the longer term**

## Section 2: Post Summary

This is one day a week post (0.2 FTE). The hours can be spread flexibly across the week, by arrangement with line manager. The post may require some working outside of these hours, for which time off in lieu will be given.

Location: Home-based with travel around Northern Ireland

Salary: £30k pro rata, i.e. £6,000 actual per year

Reporting to: Chief Executive

## Section 3: Post Details

The overall purpose of the post is to support existing members and recruit new ones within Northern Ireland, and to undertake lobbying and advocacy for Making Music members and leisure-time music in general in Northern Ireland.

## **1. Support existing members and recruit new ones**

Duties include:

- Contact with existing members, via phone, email or by visiting
- Researching and contacting potential new members in Northern Ireland
- Following up members who don't renew membership
- Providing support and advice to members on a variety of issues, either signposting to colleagues in UK office or answering queries of a specifically local (Northern Ireland) nature
- Writing material for Highnotes magazine, electronic communications (emails, bulletins), web content (e.g. news stories, blog), social media (Facebook, Twitter)
- Organising and delivering events, including presentations
- Delivering aspects of UK projects in Northern Ireland (e.g. Make Music Day)
- Overseeing and delivering specific projects created for members in Northern Ireland, helping to fundraise for them where appropriate
- Ensuring regular communications with members in Northern Ireland
- Ensuring that member or potential member enquiries are dealt with promptly, efficiently, and in a manner which demonstrates that Making Music is a friendly organisation which cares about its members and leisure-time music makers
- Working closely with membership team in UK office to deliver and develop membership services
- Working closely with the marketing and communications team in UK office to deliver and develop appropriate marketing and communications for Northern Ireland
- Working closely with the colleagues in Scotland and Wales and the Member Engagement Manager whose remit is England to ensure members in all four countries receive comparable levels of support and communication

## **2. Undertake lobbying and advocacy for Making Music members and leisure-time music**

Duties include:

- Developing strong relationships with a range of external organisations and partners in order to represent the interests of members in Northern Ireland (e.g. local authorities, funding bodies, HE institutions, relevant other leisure-time networks or music organisations)
- Speak on behalf of leisure-time music making groups, at meetings or responding to relevant government or other consultations (e.g. on music education, music libraries, venues)
- Networking on behalf of members and leisure-time music makers and disseminating useful outcomes to members

## **3. Support strategic planning within Making Music and the delivery of priorities**

Work in Northern Ireland is to be closely aligned to Making Music's objectives, the creation of which this role is expected to contribute to fully, ensuring that overall strategy reflects local needs.

## **4. Contribute to the development of an efficient operational structure for Making Music in all areas of the UK and be part of its delivery**

Duties include:

- Developing, recruiting and managing volunteers as appropriate to the needs of members in Northern Ireland and following guidelines agreed with colleagues and line manager
- Managing small budgets (e.g. events, projects, volunteer expenses)
- Contributing to funding applications in Northern Ireland undertaken by Chief Executive
- Maintaining relationship with Arts Council NI/other funders where relevant
- Compiling reports for line manager and Board as agreed from time to time
- Attending team and other meetings as necessary (which may be in London or elsewhere in the UK)
- Adhering to Making Music values, policies and guidelines with regard to, e.g., data protection, health & safety, branding and marketing, privacy etc..
- Undertaking other duties, as may be expected, from time to time, by line manager and Board of Directors

#### **Section 4: Person Specification**

Making Music is seeking to appoint a self-confident and dynamic individual with good organisational and management skills, a natural aptitude for communication with a wide range of people and an empathy with leisure-time music makers.

#### **Essential**

The post holder will:

- Have experience of dealing with customers or clients or members
- Have an understanding of leisure-time music groups
- Demonstrate an understanding of Making Music and its services, projects, objectives and membership
- Be able to represent Making Music appropriately and in a professional manner, in writing and in person
- Have the ability to communicate confidently and clearly, in person (including in public) and in writing, including experience of delivering presentations or training
- Have a successful track record of working with volunteers in a community context
- Have demonstrable experience in partnership-building at a senior level
- Show themselves open, inclusive and in tune with wider debates about the arts, access and participation
- Have experience of programming, organising and delivering events
- Show evidence of self-motivation, initiative, accuracy and tact
- Have some experience of managing budgets and delivering against these
- Have experience of working in office and using a computer for professional purposes
- Have some project management experience
- Be able to travel throughout Northern Ireland and perhaps occasionally Republic of Ireland
- Have the ability to work remotely and have the necessary equipment (including internet access)
- Show strong understanding of the issues arising for musical activities from the differences and disagreements of the various religious/cultural communities in Northern Ireland
- Have experience of using social media in a work-related context

#### **Desirable**

The post holder will:

- Have experience of the leisure-time music sector as a participant
- Have experience of working with members or a membership organisation
- Have a knowledge of funding for the arts in Northern Ireland