

JOB DESCRIPTION

Job Title	Strategic Lead - LCR Music Hub HLO
Salary Band	44 – 50
Reporting to	Head of Programmes / Devolved Programmes
Directorate	StrategicDelivery
Service Area	Music Hub
Contract	Fixed term Contract for 12 Months with the ability for further extensions once funding is confirmed. This post is also open to secondment providing your employer is willing to enter into an agreement with the LCR CA.
Political Restriction	none

1. Primary Purpose of the Post

This is an important and integral role to undertake the strategic leadership for the development of a successful and ambitious new Music Hub for the Liverpool City Region & Warrington, providing co-ordinated music education services and Hub programmes working with a wide range of partners, funders, stakeholders and young people. The role will provide effective strategic leadership to enable the successful transition of music services into one centrally co-ordinated Music Hub for the city region.

The post holder will develop and implement an innovative Local Plan for Music Education (LPME) and Commissioning Framework to support inclusive and diverse music education and progression routes for children and young people within formal and informal learning settings.

The Strategic Lead will identify and maximise opportunities to generate alternative income and investment to support the development, growth and realise the vision of the city region Music Hub.

The Role is subject to a one-year funding agreement so is fixed term for 12 months but is likely to be extended with the confirmation of a 3-year funding agreement from ACE/ DfE.

Background:

Music Hubs are partnerships of schools, local authorities, community groups, music organisations, industry and more. They are coordinated by a Hub Lead Organisation. Music Hubs deliver and support high quality music education for children and young people within a local area, covering every part of England between them.

43 new Hub Lead Organisations (HLOs) will share more than £76m to coordinate music education through strategic partnerships in the 2024-2025 academic year. This helps us to achieve the ambitions of the National Plan for Music Education (NPME) and our 2020-30 strategic vision, Let's Create, of ensuring the creativity of all children and young people is valued and given the chance to flourish, no matter who they are, where they go to school, or where they spend their free time.

Music Hubs will have a critical role in fulfilling the vision and goals outlined in the NPME. A Music Hub is a partnership, co-ordinated by a lead organisation, that is responsible for supporting, delivering, and enabling access to high-quality music education activity for children and young people within a local area.

Confirmed Geographical Footprint for the LCR Music Hub is: -

- Halton,
Liverpool
- Knowsley,
- Sefton,
- St. Helens,
- Warrington, (Associate member of the LCR Combined Authority)

HLOs and their partners need to understand and respond to local context and support the needs and interests of all children and young people within the areas served by the Music Hub. The Music Hub programme funds a network of Hubs which cover every area of England to ensure all children and young people have equitable access to high-quality music education activity.

Sustainability – the strategic, financial, and operational sustainability of each Music Hub will be ensured by; appropriate charging and remissions policies; leveraging DfE funding to develop wider investment into young people's music from a range of sources and revenue streams; supporting a dynamic and well-trained workforce; being accountable and transparent by publishing plans, needs analysis and impact data; and acting on the Hub's environmental responsibilities.

The strategic and operational arrangements for each Music Hub will need to be expressed in a Local Plan for Music Education (LPME), which will be developed, implemented, and communicated by the HLO in collaboration with its Music Hub partners. The LPME should be flexible, evidence-led, and informed by the Music Hub's collective understanding and analysis of local needs and circumstances in the local authority areas and state-funded schools covered by the Music Hub.

2. Key Role Specific Responsibilities

- Lead on and develop the Local Plan for Music Education (LPME) and Commissioning Framework, acting as the lead Commissioner for music education provision across the LCR Music Hub.

- Initiate and lead on sector and stakeholder consultation to inform the LPME working with a new Music HLO Board, the Liverpool City Region Music Board, Head of UNESCO City of Music and informed by the LCR Music Board Strategy.
- Lead the development of a Hub wide needs analysis to inform and implement the LPME underpinned by a clear outcome's framework and SMART objectives.
- Promote and lead joined up approaches and collaborative working with delivery partners and commissioned out providers. Establishing excellent relationships with both existing and new partners through effective communication, strong leadership of the overall strategic vision of the Hub.
- Represent the LCR Music Hub to a range of external partners and provide direct reports into the Music HLO Board, LCR Music Board, LCR Combined Authority, Arts Council England and Department for Education.
- Build successful strategic partnerships and identify income generation / fundraising opportunities which would enable additional investment and provision for young people within the Music Hub.
- To be the lead contact with the Arts Council England Relationship Manager, the delivery and reporting of the Music Hub funding agreement with Arts Council England.
- Champion and embed the Music Hub's commitment to diversity, access and inclusion, ensuring best practice and approaches across all delivery, championing young people's and wider community engagement.
- Direct and support the LCR Music Hub Project Support Officer and the Evaluation and Data Team within the CA to ensure robust and effective mechanisms are in place to monitor and evaluate outcomes; ensuring the timely collection of evaluation and data required for Arts Council England reporting and to support making the case for other investment.
- Responsible for the management and oversight of financial administration procedures, including responsibility for compliance with Financial Regulations and Arts Council England financial requirements.
- Promote creative quality and innovation across all activities, setting and maintaining high standards and expectations.

- Work with partners to create and maintain inclusive musical progression routes for children and young people across the Music Hub footprint.
- Be aware of government initiatives in relation to music and implement where necessary.

3. General Corporate Responsibilities

To comply with the LCRCA Health and Safety Policy and associated safe working procedures and guidelines.

To communicate the Health and Safety policy, procedures, and guidelines to all employees under the management/supervision of the postholder. To monitor compliance with the policy, procedures and guidelines and keep appropriate records where required.

To comply with the LCRCA Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the LCRCA Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the LCRCA Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

4. General Managerial Responsibilities

To be responsible for the management of Health & Safety within the office in accordance with policy.

To be flexible in and responsible to the needs and timescales of partners and stakeholders, working outside the school day, during school holidays and weekends where necessary.

Undertake any other duties relevant to the grade.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.



PERSON SPECIFICATION

Service Area: Music Hub HLO
Job Title: Strategic Lead of LCR Music Hub HLO
Grade: 44 – 50

Note to Applicants. Essential criteria are marked with *. All other criteria are desirable.

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	Music / Music Education Degree or relevant experience*.	A
	Teaching Qualification / Qualified Teacher Status*	A
	Management / leadership qualification or ability to demonstrate relevant experience. *	A
Experience & Knowledge	Knowledge of the relationship between Local Authorities, Liverpool City Region Combined Authority and the Hub Lead Organisation. *	A/I
	Knowledge of the National Plan for Music Education and its aspirations. *	A/I
	Knowledge of best practice within music education for young people from a range of backgrounds and circumstances. *	A/I
	Experience of working in a senior strategic role including business planning, reporting and implementation. *	A/I
	Demonstrable success and experience generating income, identifying and securing opportunities to diversify funding and grow income via trusts and foundations, individual giving and other areas of funding. *	A/I
	Experience of building, leading and managing effective teams and partnerships. *	A/I
Skills/Abilities	A track record of successfully leading a music, arts or cultural organisation, or a major project in one of these fields with a focus on young people.	A/I
	Excellent communication skills with the ability to communicate effectively in both written and spoken English to range of different audiences and stakeholders, including young people*.	A/I
	The ability to engage with a range of colleagues, stakeholders, young people and delivery partners. *	A/I
	Able to seek out new partnerships and collaborations while maintaining the existing relationships. *	A/I

	CRITERIA	METHODS OF ASSESSMENT
	<p>Champion our commitment to be a learning Music Hub, which supports staff and our partners and nurtures their talents and provides opportunities for development and progression. *</p> <p>The ability to lead and manage change in the organisation at local and City Region level.</p> <p>Ability to lead the relationship with Arts Council England to ensure that the Music Hub maintains the quality of music provision during a time of change for all young people. *</p>	<p>A/I/T</p> <p>A/I</p> <p>A/I/T</p>
Commitment	<p>Ability to work flexibly towards fixed deadlines outside normal working hours when necessary. *</p> <p>Clear commitment to quality and attention to detail*</p> <p>Ability to Work evenings and weekends*</p>	<p>A/I</p> <p>I</p> <p>I</p>
Other	<p>Empathetic and sensitive to others*</p> <p>Self-aware of own limitations and professional boundaries *</p> <p>Professional, confident and compassionate approach to the work. *</p> <p>Willingness to work and support young people</p>	<p>A/I</p> <p>I</p> <p>I</p> <p>I</p>

This Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure.

Key to Assessment Methods:

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment