

Community & Partnerships Leader

Job Description

Our vision is a borough where music resonates along the corridors of every school and echoes throughout the community. A place of aspiration where every child has the opportunity to find their first notes, make progress and flourish as a young musician. The Community & Partnerships Leader plays a key role overseeing the development of the Foundation's fundraising and local community partnerships, ensuring a varied programme of musical activity which is accessible to all children and young people through dynamic charitable income generation and strategic allocation of funds.

Job Title:	Community & Partnerships Leader
Hours:	Part Time, 0.8 (Full Time role considered)
Salary:	£28,000 (£35k Full Time Equivalence)
Reporting to:	Schools and Projects Leader
Location:	Working from Merton Music Foundation Main Office (Merton Abbey Primary School, High Path, SW19 2JY); across schools and centres in the London Borough of Merton; and remotely, by arrangement.

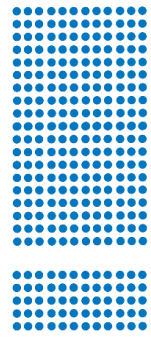
Job Purpose:

- 1) To lead on the implementation, communication and strategic development of the Foundation's flagship charitable programme: TEMPO Fund (Training, Education, Musical Progression & Opportunity).
- 2) To be responsible for maintaining and developing the Foundation's local partnerships with arts & community organisations, schools and businesses.
- 3) To support the Schools & Projects Leader in devising, delivering and fundraising for the Foundation's varied programme of Special Projects for Merton schools.
- 4) To coordinate the Foundation's Youth Council, enabling our young people to meaningfully engage with the leadership and governance of MMF.
- 5) To support the Foundation's broader programme of inclusive musical activity, including concerts and events, as appropriate to your area of musical specialism.

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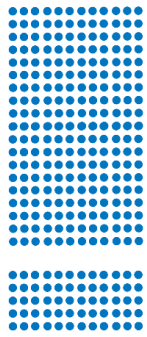
Main Duties and Responsibilities of the Post

- 1) To lead on the implementation, communication and strategic development of the Foundation's flagship charitable programme: TEMPO Fund (Training, Education, Musical Progression & Opportunity).
 - To oversee the Foundation's regular giving programme, proactively seeking out new supporters, tracking donations and ensuring timely donor acknowledgement
 - To work alongside colleagues to devise and coordinate one-off crowd funding campaigns to support TEMPO Fund
 - To support the Chief Executive in overseeing the effective implementation of TEMPO Fund's three core strands: a means-tested discount scheme; access a progression programmes; special projects and events
 - To work alongside the Media & Communications Leader to ensure regular, relevant and engaging communications about TEMPO Fund as part of the Foundation's wider Communications Strategy, including supporting in the creation and distribution of social media and website content
 - To liaise with the Administration Officer regarding ongoing monitoring of attendance and engagement of TEMPO Fund recipients, taking action to intervene where issues arise
 - Actively monitor engagement of the Foundation's otherwise funded pupils, such as those in receipt of London Music Fund or Jack Lonergan Foundation funding or enrolled in one of the Foundation's named bursary schemes
- 2) To be responsible for maintaining and developing the Foundation's local partnerships with arts & community organisations, schools and businesses.
 - Be the key point of contact for an increasing number of the Foundation's local partners, including attending partnership meetings and receiving updates
 - Actively seek out new strategic and funding partnerships with local and national organisations which might support the Foundation's improvement planning and/or organisational priorities
 - Support the Schools & Projects Leader in maintaining a regular, impactful dialogue with Merton school leaders, ensuring a full understanding of need, provision, and staffing
 - Maintain the Foundation's Partners List, including updating key contact info and any other relevant information



- Support the Operations Director in obtaining schools survey data for the purposes of reporting to MMF's main funder, Arts Council England
- 3) To support the Schools & Projects Leader in devising, delivering and fundraising for the Foundation's varied programme of Special Projects for Merton schools.
- Be proactive in seeking out potential funds to which to apply in order to support the Foundation's busy calendar of special projects and events in and for Merton schools
 - Work alongside the Schools and Projects Leader to devise project aims, overviews, planning and support in implementation through effective communication with schools, venues, musicians and other stakeholders
 - To support the Schools and Projects Leader in drafting successful funding bid applications which fully demonstrate suitability of the project to the funding criteria and ensure timely follow up with other funding requirements, such as end of project reporting
 - To support the practical aspects of delivering special projects, such as attending concerts and rehearsals, liaising with stakeholders and ensuring adequate resourcing
- 4) To coordinate the Foundation's Youth Council, enabling our young people to meaningfully engage with the leadership and governance of MMF.
- To convene regular half-termly meetings of the Youth Council, ensuring the agenda and other details are agreed and shared in advance and that accurate notes are kept of discussions and action points
 - To actively promote the Youth Council amongst the Foundation's Music Centre and Ensemble membership and oversee the ongoing recruitment and onboarding of new members of the Council as required
 - To facilitate Youth Council members to plan and deliver youth-led events, activity and fundraising initiatives, such as the Foundation's successful youth-led summer festival
 - To support Youth Council members to attend SLT and Trustee meetings as appropriate and present on topics which are important to the Council and the pupil population whom they represent, enabling active and meaningful participation in the leadership and governance of MMF





- 5) To support the Foundation's broader programme of musical activity, including concerts and events, as appropriate to your area of musical specialism.
- Subject to musical experience/specialism, lead a regular musical activity at a Music Centre or in schools as part of the Foundation's programme of activity (c. 2 hours per week) or support in the physical setup of weekly Music Centre activities as part of your role
 - Attend regular concerts and events, supporting with set up / pack down, general management of student performers and other responsibilities as required
 - Be prepared to attend the Foundation's Music Centres during the evenings / Saturdays on occasion to support in the smooth running of activity and for one-off or special events such as private visit exams

General Duties and Responsibilities

- To ensure the safety and wellbeing of the young people that Merton Music Foundation engages with through adhering to the Foundation's Safeguarding policy and procedures at all times.
- To attend regular team planning meetings.
- To cooperate with MMF in complying with relevant health and safety legislation, policies, and procedures in the performance of the duties of the post.
- To carry out the duties and responsibilities of the post in compliance with the Foundation's Inclusion Policy.
- To maintain confidentiality and observe data protection requirements where required.
- To undertake any other reasonable duties as may be required by the Chief Executive commensurate with the general duties and grading of the post.

What We Can Offer You

- A supportive, collegiate organisational culture within a high-purpose working environment, with multiple opportunities to further your own continuous professional learning journey.
- Leadership opportunities within an ambitious and forward-thinking independent charity.
- Subsidised lesson / membership fees for MMF staff and their dependents.
- Access to the cycle to work scheme.
- Flexible working arrangements, including the opportunity to co-create your weekly timetable and ability to work remotely as appropriate via a robust cloud-based ICT system.



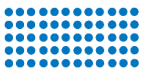
Person Specification

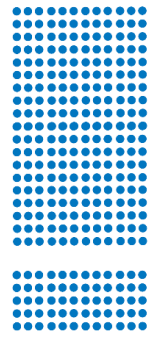
The ideal candidate will have:

- Enthusiasm and joy for music education, believing this to be a fundamental right of every child.
- Demonstrable experience of working in a fundraising or community / partnerships environment, such as a charity, youth organisation or in schools
- The ability to form strong professional relationships with individuals and organisations in the London Borough of Merton
- Persuasive oral and written communication skills, an effective advocate for arts and music education.
- Excellent interpersonal skills
- The ability to plan and co-create arts and music education projects for children and young people.
- Musical competency is an essential characteristic for this role working within a dynamic music service (all specialisms/musical backgrounds will be considered, however we are particularly interested in meeting proficient piano players, people with experience of facilitating SEND music-making, music technologists and/or woodwind players).
- Excellent IT skills and digital competency
- The ability to coordinate with a range of stakeholders to ensure the best outcomes of a project.
- An understanding of inclusion and its importance in both music education and the workplace.
- A commitment to reflective practice and ongoing professional development.
- The ability to work independently, self-accountably and to a deadline to see a project through to its conclusion.
- The ability to plan strategically and analyse data to understand trends and inform an approach.
- Curiosity to imagine dynamic solutions to existing challenges and be inquisitive about new ways of working and learning.
- Courage to tackle challenging problems working calmly to articulate their solutions.
- The ability to work flexibly during the week, including some weekends and evenings, travelling between locations when needed. A clean UK Driving License is desirable.



Knowledge and Understanding

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- Good understanding of the wider education/arts funding landscape, including knowledge of relevant funds and grants for music services is highly desirable
 - Awareness of the broader trends in music education and knowledge of statutory National Curriculum requirements in music.
 - A secure understanding of relevant Safeguarding policy and procedure.



How To Apply

We warmly invite all applicants to an informal discussion about this role with our Chief Executive, David, before making an application.

Please contact him directly to arrange a call: ceo@mmf.org.uk

Submitting Your Application

Please take care to complete all sections of your application and to refer in detail to this Job Description and Person Specification. You will need to submit the following documents:

- **Your Completed Application form**
- **Your Anonymous Self-Identification Form**

NB: To ensure a fair and unbiased process, all Application Forms will be anonymised before being submitted to the selection panel.

This role is exempt from the Rehabilitation of Offenders Act 1974. Offers of work are subject to an Enhanced Disclosure and Barring Service and other vetting checks.

Download the Forms

www.mmf.org.uk/current-vacancies

Apply To:

jobs@mmf.org.uk

We warmly welcome applications from people of all backgrounds, especially those from historically underrepresented groups. If you require any additional support or require accommodations to be made to complete your application, please contact us using the email address above.

Deadline:

Midnight, Sunday 26 January 2025

Interviews:

5, 6 and 7 February 2025, by arrangement

This role is being advertised alongside our Community & Partnerships Leader vacancy, shortlisting will take place simultaneously with interviews for both roles scheduled over a three day period. Decision to appoint will be made for both roles after the final interview on Fri 7 Feb.

Start Date

Start date as soon as possible preferred, but flexible until April 2025.

