

# Ensembles & Events Leader

Starting: Autumn Term 2026

## 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 Ensembles & Events Leader is responsible for the development of the charity's programme of Music Centre ensembles and coordinating the operational management of its busy programme of concerts and events, ensuring high levels of engagement via multiple points of entry and robust, clearly signposted routes for progression.

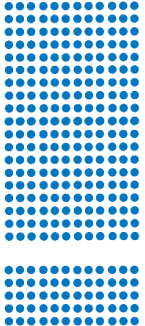
<b>Job Title:</b>	Ensembles and Events Leader
<b>Hours:</b>	Part Time (0.8) or Full Time
<b>Reporting to:</b>	Operations Director
<b>Responsible for:</b>	Line management of Music Centre Assistant
<b>Location:</b>	Working from Merton Music Foundation Main Office (Merton Abbey Primary School, High Path, SW19 2JY); across schools and centres in the London Borough of Merton; and remotely, by arrangement.
<b>Salary:</b>	£29,600 per annum Part Time / £37,000 per annum Full Time

## Job Purpose

- 1) To drive the evolution of the Foundation's busy ensemble membership programme, ensuring quality, progression and access across the provision.
- 2) To be the Foundation's 'Concert Manager', coordinating its busy rota of concerts and events and ensuring that all practical, operational and legislative requirements have been met.
- 3) To support the management of the Foundation's inclusive instrumental teaching programme in schools and music centres.
- 4) To oversee the continued development of the Foundation's instrumental examinations and accreditations programme, ensuring a varied modern offer with multiple points of access.

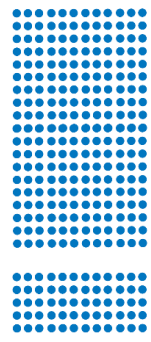
## Main Duties and Responsibilities of the Post

- 1) To drive the evolution of the Foundation's busy ensemble membership programme, ensuring quality, progression and access across the provision.
  - To lead an MMF ensemble, as appropriate to your musical specialism and organisational need
  - To coordinate and chair the Foundation's Music Centre Working Group meetings
  - To actively devise and support efforts to recruit new players into the Foundation's ensembles, including overseeing termly 'Come & Play' events
  - To support the Senior Leadership Team in regularly reviewing the ensemble offer and progression routes for each instrumental area, ensuring a broad and progressive offer for players of all instrumental families, including both traditional and contemporary styles
  - To monitor the quality and development of ensembles and provide guidance and support to ensemble leaders as required
  - To oversee the Foundation's Sheet Music Budget and procurement of new repertoire from a diverse range of composers / arrangers
  - To work to ensure all MMF ensembles are inclusive, with processes in place to remove barriers to participation and support access for learners of all backgrounds and needs
  - To provide musical support as required to the Foundation's ensembles when performing in concerts and events
  
- 2) To be the Foundation's 'Concert Manager', coordinating its busy rota of concerts and events and ensuring that all practical, operational and legislative requirements have been met.
  - To work alongside the SLT, ensemble and curriculum leaders to proactively cultivate performance opportunities for MMF ensembles, ensuring all groups participate in showcase events as appropriate throughout the academic year
  - To ensure parents, tutors and MMF staff are kept informed of concert arrangements via email and the Foundation's website in plenty of time
  - To support the Senior and Middle Leadership Teams in implementing the Foundation's concerts and events booking process, ensuring that all practical considerations have been observed such as venue hire agreements, tutor pay arrangements, equipment lists etc.
  - To produce Body of Person Approval requests and Child License applications for events in line with the necessary time frames, as required
  - To liaise with ensemble leaders regarding repertoire and other musical considerations in advance of and during concerts/events

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- A decorative graphic in the top left corner consisting of a grid of blue dots of varying sizes, arranged in a pattern that tapers to the right.
- To support the smooth running of concerts and events including set up and pack down, pupil supervision and general coordination of proceedings, in line with all necessary health and safety requirements.
- 3) To support the management of the Foundation's inclusive instrumental teaching programme in schools and music centres
- Act as operational lead for the management of provision at the Foundation's Saturday Music School in Wimbledon College
  - Provide support to instrumental teaching staff, drawing on your knowledge of relevant syllabi, exams and accreditation routes and pedagogical approaches
  - Liaise with schools and centre managers regarding room capacity and parental demand to develop new teaching registers in venues where space allows as directed by the Operations Director
  - To actively address areas of low take up, particularly for endangered instruments, through promotional projects, events, offers and other initiatives
  - To complete regular observations of instrumental/vocal teaching in line with the Foundation's Quality Assurance process
- 4) To oversee the continued development of the Foundation's instrumental examinations and accreditations programmes, ensuring a varied modern offer with multiple points of access.
- To support the Music Centres and Operations Leader in the practicalities of arranging regular private visit ABRSM exams at the Foundation's South Wimbledon location
  - To oversee the development of the Foundation's Music Medals offer within its teaching workforce
  - To encourage take up of the Foundation's Trinity ACMD inclusive exam offer amongst its tutor workforce/participants and manage exam applications
  - To explore possible expansion of the exam offer to include other routes, such as Trinity College London exams

### **General Duties and Responsibilities**

- To ensure the safety and well being of the young people that Merton Music Foundation engages through adhering to the Foundation's Safeguarding policy and procedures at all times.
- To attend regular team planning meetings,
- To co-operate 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 Equal Opportunities policy; to maintain confidentiality and observe data protection requirements where appropriate.
- 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**

- Predominantly term-time working (see below for info)
- Flexible working arrangements, including the opportunity to co-create your weekly timetable and the ability to work remotely for one to two days per typical week
- A supportive, collegiate organisational culture within a high-purpose working environment
- Opportunities to further your own continuous professional learning journey.
- Leadership responsibility 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.
- Company life insurance policy (4 x salary)
- A role with high moral purpose
- Ensemble leadership opportunities during part of the week

### **Directed / Undirected Time and Holiday**

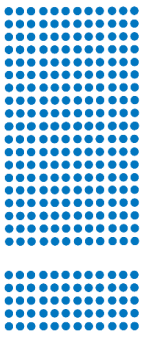
This role is 52 weeks per year with 5.6 weeks (Full Time Equivalence) paid holiday, to be taken outside of the school term, plus bank holidays.

Working time is made up of 42 weeks (Full Time Equivalence) per year of directed time (to take place during the school term of c. 39 weeks plus some directed activity during school holidays or weekends by arrangement).

Directed time is when staff are directed by the CEO or their line manager to be available to undertake MMF duties. The remaining 2.8 weeks (Full Time Equivalence) constitute your undirected time.

Undirected time is taken at the discretion of the employee during the school holiday. During your undirected time you must work such reasonable hours as may be necessary to enable the effective discharge of your professional duties.





## Person Specification

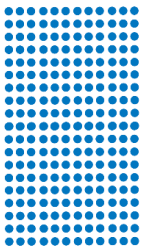
### The ideal candidate will have:

- A systematic, process driven approach to event organisation with a high level of self-accountability and drive.
- A good level of proficiency in their area of musical specialism (all specialisms will be considered, but we are particularly interested in hearing from woodwind, string or piano players and/or people with experience in performing jazz).
- Ensemble leadership and/or event management experience
- Experience of facilitating musical learning in schools, hubs, or youth settings with young people is highly desirable
- Enthusiasm and joy for music education
- Effective oral and written communication skills.
- The ability to build engaging and meaningful relationships
- An understanding of inclusion and its importance in music education and the workplace.
- The ability to compose/arrange music for varied ensembles, including proficiency in relevant score-writing software (e.g. Dorico / Sibelius) is desirable
- A commitment to reflective practice and ongoing professional development.
- The ability to work independently, self-accountably and to a deadline
- The ability to plan strategically and analyse data to inform an approach
- Curiosity to imagine new solutions to challenges, open to new ways of working
- The ability to work flexibly, responsively, and calmly under pressure.
- Excellent IT skills with the ability to exploit technology to enable efficient working
- The ability and willingness to work flexibly during the week, including weekends, evenings and frequent Saturday working, travelling between multiple locations when needed.
- A full UK driving license is highly desirable



## Knowledge and Understanding

- Good understanding of what constitutes quality in instrumental and ensemble teaching and learning.
- A solid grasp of the progression of musical skills, knowledge and understanding and how children develop these skills through their education.
- Awareness of the broader trends in music education and knowledge of statutory National Curriculum requirements in music.
- Awareness of digital technology and how it can be harnessed to solve strategic and organisational challenges.
- 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](mailto: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](http://www.mmf.org.uk/current-vacancies)

### Apply To:

[jobs@mmf.org.uk](mailto: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, Thursday 11 June

### Interviews:

Thursday 25 June 2026

### Start Date

Wednesday 26 August 2026

