



JOB DESCRIPTION

BSO PARTICIPATE PROGRAMME MANAGER

Reporting to: Head of BSO Participate

Line Manages: BSO Participate Coordinator

Programmes: Bbs, Blast & Rising Talent

Programme Development

- To work with the Head of BSO Participate on activity that will engage with the programme strands, including Music Education Hubs as laid out in the BSO Participate 4 year plan.
- To develop partnerships that will support and benefit the above programme strands.
- To develop contacts and programmes with Music Education Hubs
- To broker contacts with schools and community groups, in particular designated schools in areas of social deprivation, passing these contacts on to the BSO Participate Coordinator to maintain
- To ensure the programme of activity addresses key developments in music education and national education strategies.
- To develop and produce programme proposals for Head of BSO Participate for approval and to support the work of the Development Department.
- To develop and lead on better integration of Arts Award and Arts Mark into our work
- To assess projects viability, scalability and legacy potential and build development funds where possible
- To represent BSO on Music Education Hubs committees and working parties and other strategic meetings.

Project Management & Delivery

- To take overall responsibility for the delivery of the programmes across the south west under the BBs & Blast strand and support the Head of BSO Participate in the development of Rising Talent strand, passing on delivery to the BSO Participate Coordinator where appropriate.
- To strategically design workshops and events throughout the year liaising with musicians, workshop leaders, venues, etc, passing on delivery to the BSO Participate Coordinator where appropriate
- To monitor project income and expenditure.
- Log information to enable accurate record keeping on the Participate Diary, OPAS, Invoicing, ACE monitoring figures, etc

- To ensure that funding and reporting criteria are met and that funders are kept informed about the programme, via the BSO Development Department.
- To attend participation workshops and presentations and implement new quality assurance procedures.
- To ensure that all musicians used for the delivery of work with young people have undergone the relevant checks and training.
- To keep the Head of BSO Participate informed of programme developments and delivery on a regular basis.

Advocacy, Documentation & Evaluation

- To devise, evaluation materials to identified groups for each programme of work and present the findings to the department, working with the BSO Coordinators and intern to circulate and collate
- To identify key messages and stories from the relevant programme strands to feed to the BSO marketing/public relations department communications, including newsletters and website.
- To produce Case Studies.
- To keep all relevant Partners and Stakeholders informed about the work of programme strands and wider work of BSO Participate.

Line Management

- To line manage the Participation Coordinator (Schools). To provide guidance, development, day-to-day management and task allocation as required.

General

- To give regular updates on BBs & Blast work at departmental meetings and to the Head of BSO Participate.
- To assist other colleagues in the event management of BSO Participate projects as required.
- To represent the company and attend meetings as required and keep minutes and records of meetings as necessary.
- To carry out any other duties as required

October 2019