

# Royal Northern College of Music

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## Candidate Pack

**Vacancy: Impact and Evaluation Manager  
(Maternity Cover)**

**Reference No: 2526-12**

**Closing Date: 12 Noon, Thursday 22 January 2026**

**Interview Date: Wednesday 4 or Thursday 5  
February 2026**

RNCM

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ROYAL NORTHERN  
COLLEGE of MUSIC

# Job Description

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**Job title: Impact and Evaluation Manager (Maternity Cover)**

**Department: Development, Programmes and Research Teams**

**Responsible to: Director of Development with Post-doctoral research supervision from the Director of Programmes**

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## **Overall Purpose of the Job**

A key player across the organisation, the Impact and Evaluation Manager will be responsible for designing and conducting evaluations and disseminating evaluation outcomes internally and externally. With a focus on our work to widen participation in music, the role-holder will work closely with the Director of Programmes to implement the RNCM Engage evaluation framework, many of which are externally funded, and feed evaluation outcomes into a variety of internal processes and disseminate findings nationally and internationally. This will include preparation of ethics applications, data collection and analyses, report writing and co-writing academic publications.

We are looking for candidates working at post-doctoral level with experience in education research and/or evaluation with excellent attention to detail, strong communication skills, positive and proactive attitude and a willingness to work across departments. You will play a vital role in supporting the organisation as it continues to monitor and understand the impact of its work and you will provide reports that will inform decision-making and celebrate success.

## **Key Responsibilities, Accountabilities or Duties**

Implement and Monitor Evaluation Systems:

- Draw on working knowledge of age/audience appropriate data collection methods to implement an overarching RNCM evaluation framework including developing and monitoring evaluation tools, processes, systems to ensure they generate data sets that are fit for purpose and can be used to capture, analyse and document process and impact evaluation to ensure the research and evaluation requirements of the RNCM.
- Prepare applications for research ethics approval as appropriate to the evaluation work, taking responsible for all ethical considerations in evaluation activity.

Conduct Evaluations:

- Work closely with colleagues across Development, Junior Programmes and Creative Engagement to conduct evaluations of RNCM Engage Projects, such as Pathfinder; Young Artists; Young Projects; RNCM Transitions; Childrens Opera; RNCM Engage Community; and RNCM Engage Cumbria.
- Share insights from those evaluations to inform funding reports and project development.
- Advise project managers on the purpose of evaluation, tracking and evidencing both process and impact evaluation, embedding evaluation from the outset of the project life-cycle.

Aid Statutory Returns:

- Provide evidence and data to support the preparation of statutory and regulatory returns, such as Equality of Opportunity.
- Contribute to the collection of data related to student access, transition and retention as appropriate to role.

Dissemination of impact findings:

- Assist the Director of Development in disseminating impact results through the Annual Impact Report, funded project evaluations and organisational Annual Review.
- Work with internal teams to continually enhance project web pages as well as identifying targeted opportunities to promote impact of RNCM projects through other channels, internally and externally.
- Contribute to academic publications and dissemination activities.

Support Prospect Research:

- Support the Development Team by providing sector knowledge on widening participation and social impact to help identify potential funding streams and build relationships.
- Apply knowledge of effective work with young people to support conducting due diligence research and ethical screening checks as required.

## Additional Information

### **Safeguarding**

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

### **Disclosure and Barring Service (DBS)**

The successful candidate will be subject to a thorough vetting process which includes, an enhanced DBS check and satisfactory references.

This post is exempt from the Rehabilitation of Offenders Act 1974. [The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#), provides information about which convictions must be declared during job applications and related exceptions.

Candidates who are barred from working with children are reminded it is a criminal offence to apply for this post.

### **Health and Safety Responsibilities**

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

To promote and sustain student wellbeing, working with the Health and Wellbeing Hub and other colleagues as appropriate.

### **General**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# Person Specification

| Criteria  | Essential (E) / Desirable (D) | Method of Assessment       |
|---|-------------------------------|----------------------------|
| <b>Experience</b>   |                               |                            |
| Experience of conducting evaluations from start to finish, including design, fieldwork, report writing and communication of findings.   | E                             | Application Form/Interview |
| Experience of working within qualitative, mixed methods and/or small number impact evaluation methodologies.  | E                             |                            |
| Experience of managing and administering complex data, including working within data protection and data management protocols.  | E                             |                            |
| Considerable experience of working with young people in an arts education environment.  | E                             |                            |
| Experience of widening participation and Higher Education access programmes.  | E                             |                            |
| Experience of applying research training to a large-scale research project of at least doctoral level.  | E                             |                            |
| Experience of working in a prospect research, academic research, knowledge exchange or impact support role, ideally collecting evidence or undertaking process and/or impact evaluations to demonstrate impact. | D                             |                            |
| Experience of presenting evaluation and impact evidence to high-level stakeholders.   | D                             |                            |
| Experience of publishing in peer-reviewed publications.   | D                             |                            |
| <b>Skills</b>   |                               |                            |
| Excellent and demonstrable evaluation and research skills, working within research ethics guidelines, including data collection, management and analysis.   | E                             | Application                |
| Capability to work at post-doctoral level, overseeing own work and ensuring research and evaluation tasks are coherent and all stakeholders engaged.  | E                             |                            |
| Excellent report writing skills.  | E                             |                            |
| Excellent communication skills enabling effective collaboration which stimulate the trust, confidence and enthusiasm of the academic community, partner organisations and external bodies.                      | E                             |                            |
| Excellent ability to work with diverse young people and families, with sensitivity to potential social, cultural and economic barriers to music education.  | E                             |                            |
| Excellent attention to detail and organisational skills.  | E                             |                            |
| Able to work on own initiative, solve problems, manage  | E                             |                            |

|   |   |                            |
|---|---|----------------------------|
| own workload, meet deadlines and work independently on own projects.  |   | Form/Interview             |
| Academic writing and conference presenting skills   | E |                            |
| An established or emerging publications record.   | D |                            |
| Skills in specific analysis software, such as nVivo, ATLAS.ti, Delve, etc.  | D |                            |
| Skills in app creation  | D |                            |
| <b>Knowledge</b>  |   |                            |
| A detailed knowledge and understanding of education research methodologies and approaches, such as ethnographic and action research and/or evaluation methodologies commensurable with post-doctoral research.                | E |                            |
| A detailed, working knowledge and understanding of issues within access to music education and widening participation.  | E |                            |
| A good understanding of the range of potential research impact, including how it can be tracked and evidenced in preparation for future TEF, KEF and REF exercises.   | E | Application Form/Interview |
| A good understanding of Research Ethics and underpinning experience in writing Ethics applications. Knowledge of Microsoft Office.  | E |                            |
| A detailed understanding of the higher education sector and arts engagement charities.  | E |                            |
| Experience using systems beyond Microsoft Office, specifically research management systems (e.g., Worktribe, Researchfish, Pure).   | D |                            |
| A research network within music or arts education.  | D |                            |
| <b>Qualifications</b>   |   |                            |
| Research degree (e.g. PhD or EdD) or equivalent research training.  | E | Application Form           |
| A first degree in Music or related subject  | D |                            |
| <b>Other requirements</b>   |   |                            |
| A collaborative and analytical individual.  | E |                            |
| A team player and an effective communicator, who enjoys working with internal and external stakeholders to help capture and understand project impact.  | E |                            |
| Ability to work on multiple projects at once, often to tight deadlines.   | E | Application Form/Interview |
| Flexibility and willingness to work occasional weekends and evenings as required as well as travel within the Greater Manchester area as well as to Cumbria, occasionally involving overnight stays for evaluation fieldwork. | E |                            |
| Interest in music, arts and education.  | E |                            |

| Summary of Terms and Conditions |  |
|---------------------------------|--|
| <b>Salary</b>                   | Grade 6a, SCP 24 to 27, £33,002 to £35,608 per annum (actual pro-rata salary £26,401.60 to £28,486.40 per annum)   |
| <b>Hours of Work</b>            | 0.8FTE / 28 hours per week, (e.g, 9am – 5pm, 4 days per week, but may vary from time to time. Flexibility in working hours will be expected including weekend work and fieldwork in Cumbria) |
| <b>Annual Leave</b>             | 20 days per year, increasing to 25 days after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.                     |
| <b>Pension</b>                  | The post-holder will be eligible to join the Local Government Pension Scheme / Universities Superannuation Scheme  |

**Issued by:** Rhiannon McKay-Smith, Director of Development, and Jennie Henley, Director of Programmes

**Date of issue:** January 2026

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## About Us

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### The RNCM

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music - the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

### What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via [recruitment@rncm.ac.uk](mailto:recruitment@rncm.ac.uk).



## **The Department**

Responsible for generating philanthropic income, sponsorship, legacies and donations to support for the RNCM. Money raised provides scholarships and bursaries to assist students through their studies, and funds RNCM projects (from Young Projects to Capital developments). The Development Team also engages with our alumni, both in the UK and internationally, encouraging them stay connected to the RNCM, and to get more involved through mentoring and advocating.

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# Staff Benefits

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## **Annual leave**

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

## **Working hours**

35 hours per week for a full-time role

## **Flexibility**

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

## **Family friendly policies**

Enhanced maternity and paternity pay above statutory payments.

## **Pensions**

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

## **Employee Assistance Programme**

All staff can get free and confidential advice from Health Assured. The service is open 24 hours

per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or housing advice.

### **Eye Tests**

Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

### **Events**

Staff can book one free or discounted ticket to most RNCM promoted events.

### **Professional Development**

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

### **Travel**

We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

### **Staff Discounts**

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers on food and drink by using our Rewards app.

### **Staff Wellbeing**

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

### **Staff Voice**

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.