

A young boy with short brown hair, wearing a grey polo shirt, is smiling and looking to his left. He is holding a large brass euphonium instrument. The background is a dark blue curtain.

Royal Northern College of Music

Candidate Pack

Vacancy: JRNCM Manager

Reference No: 2324-28

Closing Date: 12 Noon, Fri 24 May 2024

Interview Dates: Thu 6 and Fri 7 Jun 2024

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: JRNCM Manager

Department: JRNCM

Responsible to: Head of Junior Programmes

Responsible for: JRNCM Administrator, Student Mentors

Overall Purpose of the Job

Junior RNCM (JRNCM) is a vibrant community of gifted young musicians aged 8 to 18 who come together to develop their talent in the Royal Northern College of Music. It is a government designated Centre for Advanced Training and is renowned for the high quality of its education provision and musical excellence. This role sits at the centre of the JRNCM team, providing operational and logistical support to and overseeing the smooth running of JRNCM activities on a Saturday.

This role will support the Head of Junior Programmes, managing JRNCM activities and events, including contributing to and co-ordinating communications for auditions, open days, ABRSM examination preparation and rehearsals and external events.

The role holder will be pivotal in the co-ordination of successful performances, liaising with stage management, front of house and the operations team, carrying out stage management duties as required.

The role holder will work with Marketing and Student Recruitment teams to input requirements for JRNCM, including online and social media activity and liaise with the Deputy Head of Junior Programmes (Young Programmes) to ensure the smooth transition of young people from widening participation programmes into JRNCM.

The role holder will be the first point of contact for families and tutors and also provide pastoral support for JRNCM students and undertake Safeguarding duties and processes.

Key Responsibilities, Accountabilities or Duties

Develop new approaches to information gathering, collation and processing to ensure the smooth running and team efficiency within JRNCM.

Managing JRNCM Activities

Working in partnership with internal and external teams, manage the co-ordination of activities and events such as ABRSM examinations and associated preparation classes/rehearsals, external events, JRNCM concerts, auditions, one-off events and assist the Head of Junior Programmes with planning and scheduling. Responsibilities include:

- Contributing to weekly, termly and annual planning
- Responsibility for logistical tasks related to space planning and booking venues
- Communicating with tutors, parents and students as appropriate, ensuring all stakeholders fully understand the opportunities available at JRNCM
- Gathering, collating, preparing and analysing information to support all scheduling.
- Maintaining a comprehensive database of deputy tutors, including contact information, DBS status and areas of expertise.
- Ensure one-off JRNCM events such as ABRSM examinations and New Music Day are appropriately staffed
- Responsibility for organising student mentors and parent volunteers

Managing Administrative Processes

- Co-ordinate admissions, reauditions, and examination procedures
- Ensure administration around fees, processing invoices and liaising with the Finance team as required.
- Manage correspondence with applicants, parents and bursary and scholarship providers.
- In collaboration with Head of Junior Programmes, take responsibility for documentation – handbooks, parental agreement forms, policy and procedure documents.
- Co-ordination of music for JRNCM chamber groups and large ensembles including the hire, purchase, loan and maintenance.
- Ensuring stock of instruments are logged, insured, kept in a good state of repair and in collaboration with the Head of Junior Programmes, deployed effectively.
- Co-ordinate Annual Student Progress Reports
- Manage the JRNCM Administrator, delegating tasks appropriately.

Management:

- Ensure all staff meet statutory training requirements relating to health and safety, wellbeing, child protection, DBS, and inductions.
- Work with payroll to ensure smooth running and payment of deputies, monitor staff absence, including self-certification, book deps.
- Being an advocate for and an example of Junior RNCM's core values.

Additional Information

Safeguarding

The Royal Northern College of Music is committed to safeguarding and promoting the welfare of children and vulnerable adults. All staff working with these groups are expected to share a commitment to this. You will be expected to report promptly any concerns relating to the safeguarding of children and / or vulnerable adults in accordance with agreed Child Protection Policy and procedures.

Any appointments will be subject to enhanced DBS checks and a check of the DfE Barred List

This role is exempt from the Rehabilitation Act 1974. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children and vulnerable adults.

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.

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
Experience		
Experience of working in an arts organisation and/or education environment.	E	Application Form
Experience of reviewing and adapting processes leading to efficient and effective practices.	E	Application Form/Interview
Experience of managing own workload and working autonomously	E	Application Form/Interview
Experience of planning concerts and scheduling events	E	Application Form/Interview
Experience of systems and process development	E	Application Form/Interview
Line management experience	D	Application Form
Experience of financial systems and invoicing	D	Application Form
Knowledge of Safeguarding and Child Protection	D	Application Form
Experience of working in collaboration with teaching staff	D	Application Form
Experience of working with young people.	D	Application Form
Skills		
Proactive and enthusiastic approach, with a willingness to learn and adapt within a dynamic working environment.	E	Interview
Ability to work on one's own initiative with limited supervision.	E	Interview
Able to work in a busy environment to meet deadlines, whilst demonstrating excellent administration, organisation, prioritisation, and time management skills.	E	Application Form/Interview
Advanced skills in Office 365 in particular Excel	E	Application Form/Interview
Meticulous attention to detail.	E	Application Form/Interview
Understanding workload of team members and when to delegate tasks.	E	Application Form/Interview
Ability to manage projects independently and work on own initiative.	E	Interview
Excellent communication skills (written and verbal), with the ability to deal tactfully with a range of people.	E	Application Form/Interview
Concert stage management and support including page turning.	E	Application Form
Ability to lead and manage others	D	Application Form
Committee servicing skills	D	Application Form
Knowledge		

Excellent skills in IT systems, including Microsoft Office (word/excel/outlook) and use of audio/video recording equipment.	E	Application Form
GDPR	E	Interview
Knowledge of Safeguarding and Child Protection policies and best practice.	E	Interview
Working knowledge of an Arts and/or Education Venue	D	Application Form
Understanding of progress reporting and monitoring in music education	D	Application Form
Music software such as Sibelius	D	Application Form
Zoom/Teams as a teaching tool	D	Application Form
Qualifications		
A Music degree , or a degree in a related subject or equivalent experience	E	Application Form
Post-graduate qualification in Arts Administration or equivalent experience	D	Application Form
Background in Music	D	Application Form
Other requirements		
A commitment to supporting the RNCM in its equality, diversity and inclusion practices	E	Application Form/Interview
An understanding of Equal Opportunities in the workplace.	E	Application Form/Interview
Willingness to share experience, skills and knowledge, and motivate others to follow suit.	E	Application Form/Interview
Interest in nurturing and supporting the development of young musicians.	E	Application Form/Interview
A commitment to team working.	E	Application Form/Interview
To be punctual and professional in appearance	E	Application Form/Interview
Ability to inspire colleagues and contribute to an educational environment passionate about young people's music making.	D	Application Form/Interview

Summary of Terms and Conditions	
Salary	Grade 6a SCP 24 to 27, currently £31,396 to £33,966 per annum
Hours of Work	35 hours per week, inclusive of Saturdays during JRNCM Term-time.
Annual Leave	25 days per year, increasing to 30 days after 5 years' service. In addition, extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.
Pension	The post-holder will be eligible to join the Local Government Pension Scheme.

Issued by: Head of Junior Programmes

Date of issue: April 2024

About Us

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.

The Department

The Junior RNCM (JRNCM) is our Saturday school for talented musicians aged 8 - 18 from

across the north of England.

Staff Benefits

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 4 closure days.

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 event.

Professional Development

The RNCM is committed to the support of 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 Teya 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). We also have an Employee Assistance Programme which is a specialist provider offering general.

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.