

## Director of Community and Education

### Job Description

#### ROLE

Position	Director of Community and Education
Reports to	Managing Director
Salary	£60,000 per annum
Location	RPO Office, 15 Rutherford Way, Wembley Park, London, HA9 0BP and wherever Community and Education projects are delivered in the UK and abroad.
Contract	Option to work 2 days per week at home, subject to project requirements Full-time, Permanent
Working hours	Core hours 9.30am – 5.30pm Monday – Friday with variation when projects require evening and weekend work

#### APPLICATION AND INTERVIEW DATES

Application deadline	Monday 16 February 2026 5pm UK time
Interviews	First interviews will be held on Monday 23 or Tuesday 24 February 2026. Second interviews will be held for shortlisted candidates
Format of application	Apply at: <a href="https://hr.breathehr.com/v/director-of-community-and-education-44720">https://hr.breathehr.com/v/director-of-community-and-education-44720</a> with a CV and covering letter addressed to Sarah Bardwell, Managing Director
Application information	Please also see our Guide for applicants and our website <a href="http://www.rpo.co.uk">www.rpo.co.uk</a> Applicants must have the right to work in the UK and will be subject to an enhanced Disclosure and Barring Service check.

#### ABOUT THE ROYAL PHILHARMONIC ORCHESTRA

The Royal Philharmonic Orchestra's (RPO) mission is to enrich lives through orchestral experiences that are uncompromising in their excellence, wide-ranging in their appeal and inclusive in their delivery. The RPO enhances the social and cultural fabric of local communities in the UK and internationally through its performances, and a wide range of community, education and wellbeing programmes, collectively known as RESOUND.

The RRO perform approximately 200 concerts each season and with a worldwide live and online audience in excess of 60 million people, the Royal Philharmonic Orchestra and its commercial sister group, the Royal Philharmonic Concert Orchestra (RPCO), act as cultural ambassadors for the UK on the world stage.

## PURPOSE OF THE ROLE

The Director of Community and Education is responsible for devising and implementing *RPO Resound*, the orchestral community and education programme of the RPO, both nationally and internationally. In addition to the three full time Community and Education team members, the role engages and directs the work of freelance Members of the Orchestra, workshop leaders, conductors, artists, and practitioners.

The role is responsible for the operational and strategic planning of the year-round *RPO Resound* programme, acting as the overall producer and manager and leading on fundraising and securing sufficient income to support the full programme of activities. It oversees the team members in the delivery of a high-quality programme of creative activities that respond to the specific needs of the communities it serves, and imaginatively connects participatory community and education work to the Orchestra's concerts and residencies.

*RPO Resound* engages over 9,000 people a year with the Orchestra and its musicians through a diverse array of workshops, concerts, events and specialist projects. The programme encompasses a wide range of participants including stroke survivors, children and adults with learning difficulties, schoolchildren and prisoners.

## JOB DESCRIPTION

### Strategic Direction, Leadership and Planning

- Manage the community and education programme so that a long-term pipeline of projects is developed and maintained which fulfils the Orchestra's charitable and education mission and its funding criteria obligations tied to its Arts Council England National Portfolio Organisation funding
- In consultation with the Managing Director, to inform the strategic planning for *RPO Resound*, aligned to the Orchestra's artistic programming, the department's strengths, and integrated with the Orchestra's UK residencies, including its new partnerships in Brent
- Inform and implement the business plan objectives relating to *RPO Resound*, reviewing achievements against plan, identifying new and innovative creative music projects in a variety of community, health and education settings, and reviewing the plan as necessary in line with available resources
- Provide training and development opportunities for the wider Community and Education team including freelance practitioners and Members of the Orchestra, developing their practice
- Ensure fluent communication across the administration and membership so that *RPO Resound* work and objectives are known, supported and embedded
- Maintain a good working knowledge of formal and informal music education sector policy and best practice and ensure that the RPO responds to emerging trends

### Partnership Management and External Representation

- Develop bespoke activities and projects which respond to local need through creative partnerships with local, national and international stakeholders
- Lead and develop strategic partnerships and positive working relationships with a broad range of partners in the fields of music education and community engagement (including

Music Education Hubs, Bridge Organisations, venues, local authorities, health professionals, community groups, education settings, arts organisations and other charities)

- Represent the RPO at external meetings, conferences and fundraising events, acting as an ambassador for the Orchestra and *RPO Resound*
- Represent the RPO at strategic networks and sector events such as hub partner meetings, Cultural Education Partnerships and arts and culture networks
- Work with the Business Development Department to represent the department's activities in the media, develop audience development initiatives, and agree targeted communications and marketing strategies to boost the profile of the Orchestra's work
- Oversee external departmental communications, enquiries and general correspondence

#### **Programme Management and Delivery**

- Manage the work and resources of the department so that day to day operations are effective and efficient, managing competing demands, meeting deadlines, escalating issues and delegating as required
- Line manage, support and motivate the Community and Education team including setting objectives and undertaking appraisals and overseeing the smooth delivery of all projects
- Develop, manage and support the freelance team of practitioners engaged to deliver *RPO Resound* activities including artists, conductors, workshop leaders and consultants
- Occasionally project manage activities as required
- Develop and embed a strong set of principles, templates, systems and methodologies to ensure professional and consistent levels of programme planning, management and delivery
- Negotiate and oversee all contracts and agreements for all activities

#### **Finance and Fundraising**

- Lead the community and education project managers to create and manage budgets for all *RPO Resound* activities including projects, orchestral concerts and multi-year programmes, and review and refine budgets as required
- Complete the annual financial budget and quarterly reforecasts for Community and Education projects in accordance with the RPO process and reporting timetable
- Sustain robust processes and systems for the management of both income and expenditure
- Liaise with Development Department staff and where appropriate lead the fundraising activity for *RPO Resound*, pro-actively seeking funds to support the programme from a diverse range of sources including public funding, voluntary sector, corporate sponsors, trusts and foundations and income-generating partnerships with community and education partners
- Work with the Trusts and Foundations Manager to fulfill reporting requirements to donors

#### **Monitoring, Evaluation and Quality Control**

- Ensure a culture of reflection and evaluation is embedded across all practice by the wider community and education team in order to inform and improve future work
- Promote research and evaluation partnerships which generate evidence, and examine the impact and benefits of programme activities, and disseminate findings internally and to the wider sector
- Regularly attend *RPO Resound* activities and review stakeholder feedback in order to quality assure the programme and ensure standards are achieved and maintained
- Develop and implement monitoring and data collection, storage and management processes in order to report to stakeholders, including Arts Council England

### **Designated Safeguarding Officer of the RPO**

- Ensure Safeguarding policies and procedures remain up-to-date and are implemented and communicated within the organisation and externally as appropriate
- Continue to develop digital safeguarding procedures in light of increased digital delivery and in line with the evolving digital landscape, platforms and technology used
- Be responsible for receiving and managing all child and adult protection concerns on a day-to-day basis
- Ensure that all relevant staff, musicians and other practitioners have current DBS checks
- Document and report Safeguarding incidents, including alleged incidents, in accordance with the Safeguarding policy and report to the Board in line with procedures
- Ensure Safeguarding, accessibility and Health & Safety considerations are taken into account at all stages of event planning and delivery across the organisation including risk assessments, supervision, recruitment, contracts/agreements, training and briefings, image capture and consent, performance licenses, secure storage and reporting processes
- Work with the Designated Safeguarding Lead and deputise for them in their absence

### **General**

- The Director of Community and Education is as a member of the senior leadership team and contributes to decision-making on organisation-wide strategic and operational matters, to policy development and to implementation of the Business Plan at the bimonthly Directors' Forum meetings. Additionally the role includes Chairing the RPO's Inclusion and Diversity steering group.
- The role involves external meetings outside of the office, travelling across London and around the UK, attending projects and events and meeting local partners as necessary
- Occasional travel overseas to develop, oversee or deliver projects

## **PERSON SPECIFICATION**

### **Experience**

- Proven track record of leading and delivering an innovative and wide-ranging participatory arts/culture programme at national or international level
- Substantial experience of project managing, planning and producing community or educational activities, including large-scale events
- Experience of working in a position of responsibility with children and young people and of working in other participatory settings including disability, older people, community and health
- Experience of fundraising, writing applications and generating income to cover project costs
- Experience of line management and an ability to lead, manage and motivate a team
- Evidence of having collaborated with freelance artists and practitioners

### **Knowledge/Understanding of**

- Strong understanding of safeguarding issues as related to working with children, young people and adults at risk
- Knowledge of current practice within the formal and informal music education sector, the

wider arts sector and national initiatives

- Knowledge of and enthusiasm for, orchestral music, creative and collaborative arts practice, and understanding of the role of an arts organisation operating with and beyond local communities
- An understanding of the barriers to cultural engagement

#### Skills and Abilities

- Sound financial skills and a proven ability to set, manage and be accountable for complex budgets
- Proven ability to develop and maintain relationships and creative partnerships across funders, local government, education, cultural, social and health care settings
- Ability to contribute strategically to the development and management of the company as a whole
- Evidence of a high degree of self-motivation and the ability to work effectively, solve problems and make decisions under pressure in a demanding work environment
- Ability to implement effective quality assurance, monitoring and evaluation and impact measurement tools
- Very strong planning and organisational skills including the ability to multi-task, prioritise a busy workload, and meet competing deadlines
- Excellent written and communication skills with meticulous attention to detail, and the ability to communicate effectively with a variety of audiences
- Strong MS Office skills and the ability to learn and adapt to new software
- Willingness to travel around the UK to regional venues and partners, and to work some weekends and evenings

#### ADDITIONAL BENEFITS

- 25 days annual leave per annum
- 8 Bank holidays
- Entitlement to leave during the Company's annual (Christmas) shutdown (generally 3 days)
- Time off in lieu for work on weekends or Bank holidays
- Pension scheme with an employer contribution up to 6% salary
- Interest-free loan for a travel season ticket after 6 months