

LIVERPOOL PHILHARMONIC

JOB DESCRIPTION

Title:	Youth Programme Manager
Responsible to:	Head of Learning
Responsible for:	Youth Company Producer; In Harmony Officer, Learning Projects Coordinators; volunteers; employed and/or freelance staff as directed
Contract:	Full-time, permanent

Principal Role

The Youth Programme Manager provides senior leadership across all operational, administrative and safeguarding functions of Liverpool Philharmonic's Youth Programmes, encompassing In Harmony Liverpool Philharmonic and Liverpool Philharmonic Youth Company.

The post-holder leads the year-round logistical and operational management of weekly rehearsals and activities engaging over 2,000 children and young people. This includes coordinating timetables, staffing, venues, equipment, transport, safeguarding provision and communications, ensuring that activities run safely, efficiently and to a consistently high standard for participants, partners, artistic and pastoral teams. The role demands exceptional organisation, planning, problem solving and operational oversight to deliver a broad, multi-site programme.

The post-holder converts long-term artistic plans into deliverable operational realities, ensuring excellence, sustainability and growth. They are responsible for programme management, budgets, resourcing, data, evaluation, stakeholder engagement and reports to funders.

Responsibilities and duties

Programme operations & delivery oversight

- Lead operational planning and scheduling across In Harmony and Youth Company.
- Ensure rehearsals and project activity are fully staffed and quality-assured.
- Oversee instrument and equipment management.
- Collaborate across internal departments to ensure effective integration with wider organisation operations and business planning.

People leadership & team management

- Line-manage Youth Company Producer, In Harmony Officer and Learning Projects Coordinators (3).



LIVERPOOL
PHILHARMONIC



- Leading the delivery of all HR processes of any employed Youth team members.
- Lead recruitment, induction and development of volunteers and freelance staff across Youth Programmes.
- Build a positive, inclusive and collaborative team culture.
- Maintain a robust training plan for all employed and freelance staff, utilising internal software and existing training models.

Event planning, delivery & quality assurance

- Oversee all Youth Programme events, rehearsals, concerts, workshops and tours.
- Approve feasibility, budgets, staffing plans and risk assessments.
- Ensure high-quality event advancing and delivery, maximising operational delivery across both programmes.

Financial leadership & long-term sustainability

- Lead creation, management and monitoring of multi-strand Youth Programme budgets, ensuring financial viability and strategic alignment.
- Lead on collaboration with Development colleagues to manage mixed funding models and reporting requirements.
- Produce long-term financial planning, forecasting and scenario modelling.
- Provide financial challenge and assurance to artistic leads to ensure sustainable delivery.
- Prepare clear, timely project budget reports for internal and external stakeholders.

Evaluation, reporting & data leadership

- Lead robust evaluation frameworks across all Youth Programmes.
- Work with Development and Communications colleagues to generate compelling case studies and robust impact data that fulfil funder reporting needs and enhance organisational storytelling.
- Ensure programmes embed youth voice and evidence-based decision making.
- Oversee data collection, impact analysis and reporting dashboards, producing internal and external impact reports.

Safeguarding, Health & Safety & statutory compliance

- Act as Designated Safeguarding Officer.
- Lead all Health & Safety activity within Youth Programmes, ensuring risk assessments, ratios, insurance, licensing and emergency protocols are maintained at Liverpool Philharmonic and external venues.
- Ensure full compliance with statutory safeguarding and Health & Safety obligations.
- Ensure First Aid and Mental Health First Aid coverage at activities, including acting in this capacity within the team.

Systems leadership: SpeedAdmin, data integrity & parent communication

- Lead governance, management and setup of SpeedAdmin and other relevant data systems.

- Ensure effective communication with parents/carers.
- Oversee membership fee systems and income tracking where relevant.
- Maintain accurate programme data across all systems including participant and artist databases, asset registers, financial monitoring and engagement records.

Pastoral Leadership

- Ensure all participants are fully supported in their engagement with Liverpool Philharmonic by providing inclusive, accessible and high-quality opportunities, ensuring every young person feels welcomed, valued and able to participate meaningfully.
- Champion the best interests of children and young people at all times, ensuring their wellbeing, safety and development remain central to all decision-making.
- Ensure pastoral and frontline staff are equipped to meet the needs of children and young people by providing clear guidance, appropriate training and ongoing support.

Participant recruitment and progression

- Oversee recruitment processes for youth programmes, ensuring a progressive, inclusive and young people-focused approach, including working closely with internal colleagues, artistic leads, Music Hubs, secondary schools, further education colleges and music/arts/youth organisations to effectively diversify the demographic of participants.
- Lead proactive strategies to achieve recruitment, retention and engagement targets across all youth programmes
- Design and deliver work experience pathways for young people at Liverpool Philharmonic.
- Deliver the annual Music Industry Careers Fest, leading cross-team coordination to ensure timely, high-quality delivery, and working closely with Marketing and Communications to promote the event, achieving agreed sales targets.
- Support progression routes through youth ensembles, youth programmes, and onwards into HE/FE, conservatoires and national ensembles.

Partnerships

- Lead on all Youth Programme partnerships. Design, maintain and review partnership agreements; nurture positive, mutually beneficial relationships with existing partners; and lead due-diligence processes to assess suitability, safeguarding standards and organisational alignment for all new partnership opportunities.

General Responsibilities

- Contribute to Liverpool Philharmonic's mission, vision and values.
- Represent the Learning Department and Liverpool Philharmonic at key external and internal meetings.
- In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon requirement of Liverpool Philharmonic.



Person Specification

Experience and qualifications:

Essential

- Significant experience leading large-scale youth or arts programmes across multiple sites, including operational planning, scheduling, staffing and delivery oversight.
- Experience of leading budgets and financial planning, preparing forecasts, scenario models and monthly monitoring. Experience of working alongside fundraising teams to deliver sustainable project budgets and models, using mixed funding models.
- Experience delivering impact measurement, evaluation frameworks and reporting for internal and external stakeholders.
- Demonstrable experience managing Health & Safety and Safeguarding practice, including implementing procedures and ensuring their consistent, effective application across Programmes.
- Proven experience managing staff teams, including line management, training, HR processes, volunteers and freelancers.
- Experience developing and maintaining meaningful partnerships with external organisations, such as schools, Music Hubs, arts organisations, community partners or FE/HE institutions.

Desirable

- Experience in event management, including complex concerts and tours.
- Previous experience acting as a Designated Safeguarding Officer.
- Experience leading music learning programmes specifically within orchestral or youth ensemble settings.
- Experience coordinating recruitment, retention and progression routes for young people within music or arts programmes.
- Experience producing or curating work experience and career development pathways for young people.
- Experience working directly with artistic teams, musicians and creative practitioners.
- Experience supporting or delivering CPD/training for staff working with children and young people.

Knowledge, skills and competencies:

Essential

- Exceptional organisational and logistical planning skills, able to manage complex multi-strand programmes.



LIVERPOOL
PHILHARMONIC



- Strong leadership skills, with the ability to motivate, support and develop staff.
- Attention to detail, particularly in safeguarding, data management and operational accuracy.
- High-level communication skills, with the ability to work calmly and effectively with administrative team members, young people, artistic teams, parents/carers, and external partners.
- Commitment to high-quality, safe and inclusive experiences for all children and young people.
- Knowledge of financial systems, budget tracking and reporting mechanisms.
- Strong knowledge of safeguarding and health & safety processes, legislation and statutory responsibilities relating to children and young people, including risk assessments, licensing, insurance and emergency planning.
- Understanding of the wider music education ecosystem, including Music Hubs, arts funders, conservatoires and national ensembles.
- Understanding of mixed funding models, arts funding structures and donor reporting.
- Problem-solving ability under pressure, with resilience, initiative and sound judgement.
- A collaborative mindset, able to work across departments and represent the organisation externally.

Desirable

- Understanding of the wider music education ecosystem, including Music Hubs, arts funders, conservatoires and national ensembles.
- Passion and interest in music and/or talent development.

Personal style and behaviour:

Essential

- To be guided by our core values, to 'enhance and transform lives through music' to have enthusiasm and commitment to Liverpool Philharmonic's mission.
- To ensure in every aspect of this role, your work aligns with our values:
 - Passionate about music
 - Ensemble
 - Excellent
 - Welcoming
- Commitment to Diversity, Equality and Inclusion, and shows respect for the views and actions of others.
- Flexible approach to working
- Team player



LIVERPOOL
PHILHARMONIC

***Please note:** This job description reflects the current position. It does not preclude change or development that may be required in the future.*

Equal Opportunities Statement

Liverpool Philharmonic transforms lives through music. We champion equity, diversity, inclusion, and belonging throughout our organisation, our activities, and in the artists and music genres we present.

Our team is a dynamic group of people from all walks of life, united in our passion for music. We're committed to ensuring that everyone feels welcome and everyone is able to thrive, regardless of who they are and where they are from. We are committed to developing a more diverse workforce through encouraging applicants with the skills and experience that help us to widen our perspective and better serve the needs of the Liverpool City Region and our communities.

We particularly encourage applications from individuals from disabled, minority ethnic, and working-class communities as these groups are currently underrepresented within the creative industries.

Disclosure and Barring

Due to the specific nature of this post, a Disclosure (which includes 'spent' and 'unspent' convictions as defined by the Rehabilitation of Offenders Act 1974) will be requested in the event of the applicant being offered the position, and final confirmation of the post will be dependent on the information contained in this Disclosure. The Disclosure certificate is only seen by those who need to as part of the recruitment process. The Royal Liverpool Philharmonic complies with the DBS code of practice on the use and storage of disclosure information. We have a written policy on the recruitment of ex-offenders, which can be requested from the Society by the applicant at the outset of the recruitment process.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to **Zoë Armfield, Head of Learning**, and we guarantee that this information is only to be seen by those who need it as part of the recruitment process.