



NYO Inspire Manager

Application Pack

Play your part at the National Youth Orchestra

The National Youth Orchestra is the UK's leading organisation championing orchestral music as a powerful agent for teenage development. We are a welcoming community where every teenager can play their part in shaping their world through extraordinary music.

It's the greatest adventure a teenager can have in orchestral music where young people develop much more than musical skills.

Every year we welcome over 10,000 teenagers of all backgrounds and different levels of musical ability into a national community to play and share orchestral music. At the centre of the organisation, our Orchestra, known as NYO, is acclaimed internationally as 'the world's greatest orchestra of teenagers' for their dazzling performances. Each NYO musician also plays their part as a leader and role model, sharing music and skills through NYO Inspire and our wider engagement programme.

With music education all but disappearing in state schools, the free programmes provided by NYO are needed more than ever – to ensure all teenagers have the opportunity to develop their confidence and skills for life through sharing and playing music together. Joining the NYO community, they open up to new friends and possibilities. Stepping out to perform, they rise to new challenges. Sharing their passion with other young people, they learn to inspire and lead.

The role

The NYO Inspire Manager plays a central role in delivering exceptional musical experiences for young people across the UK. Working closely with the NYO Inspire Producer, the role leads the operational planning and delivery of NYO Inspire activity, ensuring projects are safe, inclusive, well-organised and delivered to a consistently high standard.

This is a varied role that combines project management, logistics, participant administration and on-the-ground delivery. The successful candidate will oversee the practical arrangements

that underpin NYO Inspire activity, from venues, travel and accommodation through to participant communications, systems, equipment and operational compliance.

The role is also an important part of creating the culture and experience of NYO Inspire. You will work alongside colleagues across the Programmes team to help create environments where young people feel welcomed, supported and inspired, and where they can experience belonging, challenge, leadership and personal growth through music.

The ideal candidate will be a highly organised and proactive project manager who enjoys turning complex plans into successful activity. You will be comfortable balancing detailed administration with practical problem-solving, building positive relationships with colleagues, freelancers and external partners, and adapting confidently when priorities change. You will bring a commitment to inclusion, excellent organisational skills and a genuine belief in the potential of young people.

Working at NYO

At the National Youth Orchestra, you'll join a values-led, mission-driven organisation where people care deeply about the impact of their work. Our staff team is supportive, friendly and ambitious, united by a shared belief in the potential of young people and the power of orchestral music.

NYO is a place where people are trusted to take responsibility, contribute ideas and work collaboratively. Colleagues describe a strong sense of community and shared purpose, with people pulling together to achieve things that are often much bigger than our size as an organisation would suggest.

Our offices near Holborn in central London are a lively base for collaboration, planning and creativity. Hybrid working is standard for most roles, supported by a flexible and trust-based culture. NYO is a busy and dynamic place to work, with a year-round rhythm of planning, delivery, reflection and development. We aim to support people to work flexibly and sustainably within that, recognising the commitment and energy our work requires.

Many roles involve being present at NYO activity across the country, helping to create extraordinary musical experiences with and for young people across the UK. The work is demanding, purposeful and rewarding, sustained by committed colleagues and a culture of care, trust and shared ambition.

We are committed to continuing to improve how we work as NYO grows, including how we support feedback, development, wellbeing and sustainable working practices.

NYO offers a season ticket loan scheme, cycle-to-work scheme, health cash plan, retail and entertainment discounts, and a 24/7 counselling and support helpline.

Purpose of the role

The NYO Inspire Manager plays a vital role in the NYO Inspire Programme, working closely with the Inspire Producer to support the planning, coordination, development, and delivery of Inspire activities, ensuring that every teenage musician plays their part in a safe, inclusive, and welcoming environment.

The Inspire Manager helps create experiences where young people experience belonging, musical challenge, leadership opportunities and the confidence to use their voice. Through excellent programme delivery, logistical and operational oversight, the role helps ensure that NYO Inspire embodies NYO's commitment to making orchestral music a powerful cultural experience for teenagers.



Reports to:

NYO Inspire Producer

Key relationships:

Internal

- Director of Engagement & Partnerships
- Head of Inspire
- NYO Inspire Coordinator
- Orchestra Team
- Youth Development Team
- Freelance team (Stage managers, Tutors and Support Staff)
- Fundraising & Communications Team

External

- NYO and Inspire musicians and other activity participants
- Parents and carers
- Suppliers

Key responsibilities

Activity Planning & Management

- Lead the operational planning and delivery of all NYO Inspire activity, ensuring programmes are delivered safely, efficiently, and to a high standard, with responsibility for coordinating venues, accommodation, catering, travel, equipment, resources, and event logistics.
- Support the development of activity that enables young people to engage in meaningful collective music-making, recognising the importance of both musical excellence and positive youth development outcomes.
- Develop and maintain strong working relationships with venues, suppliers, Stage Managers, and colleagues across NYO to ensure high standard delivery of activity and effective coordination between teams.
- Work collaboratively with the Youth Development Team to create welcoming, inclusive and youth-centred environments where young people experience a strong sense of belonging, challenge, achievement and growth.

- Manage and maintain operational records and reporting, including CRM data, participant documentation, event records, and project information.
- Ensure all operational activity complies with organisational policies and statutory requirements, including health and safety, safeguarding, risk management, DBS processes, Child Performance Licensing, and relevant contractual obligations.
- Coordinate the planning and management of equipment, instruments, staging, technical resources, and venue requirements.
- Work in partnership with the NYO Inspire Producer to deliver performances and participant activity, adapting operational plans in response to programme requirements, participant wellbeing, and operational needs.
- Lead operational communications with participants, tutors, artists, staff, venues, and suppliers, ensuring all stakeholders receive accurate and timely information before and throughout programme delivery.
- Contribute to the planning and delivery of participant journeys by overseeing operational aspects of invitations, travel, accommodation, information sharing, and activity logistics, supporting an outstanding experience for young people, tutors, artists, and staff.
- Supervise the NYO Inspire Coordinator and freelance Residency Assistants where appropriate, providing leadership, support, and delegation to ensure effective operational delivery and a collaborative team culture.
- Represent the Inspire team during programme delivery, delivering logistical and health and safety briefings, supporting day-to-day decision-making, and ensuring activity runs smoothly and responsively.
- Contribute to the continuous improvement of operational processes, systems, and ways of working across Inspire and the wider Programmes team, supporting collaboration across departments and helping to deliver NYO's strategic objectives

Young People

- Lead the operational administration of young people's participation in NYO Inspire, overseeing participant invitations, allocations, records, and communications to ensure an efficient and positive participant journey.
- Ensure accurate and effective management of participant information through the CRM, maintaining high standards of data quality and supporting the continuous improvement of participant administration processes.
- Work collaboratively with colleagues to create pathways that support progression and create positive musical and social communities where young people from a wide range of backgrounds feel welcomed and included.
- Oversee participant communications, ensuring enquiries are managed effectively and that young people, parents, carers, and stakeholders receive timely, accurate, and professional information.

- Support opportunities for young people to take active leadership roles as musicians, ambassadors, peer role models and contributors within NYO Inspire activity.
- Encourage opportunities for young people to share their experiences, ideas and learning through feedback, consultation and youth voice activity.

Administration & Other

- Contribute to the financial administration of Inspire activity, supporting accurate budget monitoring, invoice processing, payments, and the effective management of operational expenditure.
- Work collaboratively with the Orchestra team and wider Programmes colleagues to ensure the effective management of programme systems, processes, and organisational resources, including NYO-owned instruments and equipment.
- Ensure project documentation, operational records, and programme files are accurately maintained, organised, and archived to support reporting, evaluation, and organisational knowledge sharing.
- Promote and support the consistent implementation of safeguarding, compliance, and organisational policies across all Inspire activity.
- Build positive working relationships across NYO, contributing to effective communication, cross-team collaboration, continuous improvement, and the successful delivery of organisational priorities.
- Undertake any other duties with the level and responsibilities of the role.

Person Specification

Personal attributes

	Essential	Desirable
Strong commitment to NYO's mission and to creating high-quality opportunities for young people through music.	✓	
Collaborative and relationship-focused, with the ability to build positive working relationships across teams and with external partners.	✓	
Highly organised, methodical and dependable, with excellent attention to detail.	✓	
Positive, flexible and solutions-focused, able to adapt confidently when priorities change.	✓	
Strong commitment to diversity, inclusion and creating welcoming environments where all young people can thrive.	✓	
Exercises sound judgement and takes ownership for resolving issues and delivering outcomes.	✓	
Good understanding of the youth music and music education landscape.		✓

Experience

Experience of planning and delivering arts, education, youth, events or comparable programmes.	✓	
Experience managing complex logistical arrangements involving venues, travel, accommodation, equipment or suppliers.	✓	
Experience of coordinating multiple priorities and projects simultaneously.	✓	
Experience of working with databases or CRM systems and maintaining accurate records.	✓	
Experience of creating and working to budgets	✓	

Skills

Strong project management and organisational skills.	✓	
Excellent administrative skills with a high degree of accuracy and attention to detail.	✓	
Excellent written and verbal communication skills.	✓	
Ability to plan ahead whilst responding effectively to emerging operational challenges.	✓	
Strong interpersonal skills and confidence working with young people, colleagues, freelancers and external partners.	✓	
High level of digital literacy, including Microsoft Office applications.	✓	
Ability to lead operational delivery on-site and coordinate multiple stakeholders effectively.	✓	
Ability to apply safeguarding, health and safety and organisational policies consistently in operational delivery settings.	✓	

Terms and Conditions

Salary

£34,000 per annum

Contract term

Permanent

Hours

Full-time (35 hours a week)

Annual Leave

27 days plus statutory bank holidays

Place of work

10 Great Turnstile, London, WC1V 7JU
Hybrid working policy is applicable

Probationary period

Six months

Notice period

Two months

NYO offers a season ticket loan scheme, cycle-to-work scheme, health cash plan, retail and entertainment discounts and a 24/7 counselling and support helpline. Hybrid working policy applies to this role; outside of project periods the core office days are Tuesday and Wednesday.

Most NYO projects take place during school holidays or at weekends, and the postholder will be expected to attend the majority of residential activities. Therefore the role will include some weekend and statutory holiday working, for which a TOIL policy is in place.

How to apply

To apply for the role, complete the online application form available at <https://www.nyo.org.uk/work-with-us>

The deadline for applications is 10am on **Friday 7 August 2026**.
First round interviews will take place on **Monday 24 August 2026**.

If you have any questions about the role, please contact recruitment@nyo.org.uk.

Equal Opportunities

NYO is an Equal Opportunities employer. Diversity and inclusion are central to our work and to our recruitment practices. We welcome applications from people of all backgrounds and select candidates based on relevant skills, experience and potential. Applications are anonymised for shortlisting. We are committed to ensuring that no applicant, employee or participant receives less favourable treatment because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Safeguarding

NYO is committed to safeguarding and protecting the children and young people we work with. Our policies and procedures ensure sector-leading safeguarding practices. All employees, contractors, trustees, and volunteers are dedicated to maintaining an environment where young people's welfare is paramount. Our policies protect young people from harm, ensuring all concerns and abuse allegations are taken seriously and responded to appropriately.

This role is subject to appropriate safer recruitment checks, including an enhanced DBS check and references.