



BSO Participate
Community, Health & Wellbeing Programme Manager

1. About Bournemouth Symphony Orchestra
2. Job Description
3. Person Specification
4. How to Apply

1. About the BSO

Championing culture in people's lives

One of the UK's best-loved orchestras, Bournemouth Symphony Orchestra is a professional ensemble known for championing the role of culture in people's lives. With residencies in Bournemouth, Bristol, Exeter, Portsmouth and Poole, it is the largest cultural provider in the South West of England, serving one of the biggest regions. Challenging barriers to high-quality music for all, the BSO is committed to improving equality, diversity and inclusion in classical music, in our workforce and leadership.

Beyond the concert hall, the BSO's mission is to inspire and nurture the music and creativity of people resident across the 10,000 square miles of the South and South West of England. The award-winning BSO Participate programme has captured global attention with a series of pioneering projects that annually reach around 50,000 people of all ages and walks of life:

- Our Bristol-based Recovery Orchestra with Bristol Drugs Project, is changing the lives of people recovering from addiction.
- Our programme of dementia-friendly work includes Cake Concerts, projects in care homes and musical interludes on hospital wards. In November 2017, BSO was recognised as the Alzheimer's Society's Dementia-Friendly Organisation of the Year for its work in support of people living with dementia.
- We take music into schools and colleges, ensuring young learners have a chance to participate, be creative and express-themselves through music.
- Our Young Associates initiative provides a career springboard for talented music leaders under-represented in music.
- BSO Resound, the first professional disabled-led ensemble at the heart of any major symphony orchestra, was acknowledged for its impact by the Royal Philharmonic Society in 2019.

Following the national lockdown in 2020, the BSO was one of the first British ensembles to broadcast its live performances with 65,000 views of its performances in the first six months. Digital innovation in BSO Participate continues to create digital content for schools, care homes and more.

You will be joining the BSO Participate team at an exciting time where we are back engaging with communities across the region. This is a role full of opportunity to drive and grow a pioneering programme.

The BSO is committed to equal opportunities and values diversity in its workforce.

We welcome applications from all sections of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic, and make appointments purely on ability to fulfil the role.

The BSO is proud to be recognised as a Disability Confident employer, and is committed to making reasonable adjustments in the recruitment process.

We actively welcome applications from individuals with backgrounds currently underrepresented in the arts.

2. Role Description

Programme Manager (Community, Health & Wellbeing)

Salary: £27,000-£28,500

Hours: Full time, flexible working considered

Reporting to: Head of BSO Participate

Line Manager to: BSO Participate Coordinator

Key relationships: BSO Participate Coordinators, Senior Programme Manager (Youth & Schools), BSO Participate Administrator, BSO Associates, orchestra and freelance musicians, BSO Concerts, Marketing, Digital and Development teams, Community, Health & Wellbeing partners across the South West, project participants

Employee benefits include:

- Annual leave entitlement of 28 working days including bank holidays, which will increase with one additional day for each year of service up to 30 working days;
- Discretionary quota of leave between Christmas and New Year, usually giving an additional 3 or 4 days leave depending upon where Christmas day falls;
- Personal Pension with an employer contribution (5%) and the option of salary exchange;
- Generous Life Insurance which provides a life cover of 3 times salary;
- Support via the BSO's health and wellbeing programme which includes an Orchestra Doctor, on-site masseuse, on-site yoga and a discount with a local physiotherapist;
- Medical cover from Mediacash, a cash plan scheme providing money for a large range of treatments including physiotherapy, sports massages, optical and dental care and private appointments
- Free Will writing service and initial legal consultation covering a number of areas of law;
- Employee discount and cash back scheme on high street brands and companies;
- Complimentary tickets to BSO concerts and theatre/cinema at the Lighthouse when available;
- Free car parking close to the BSO Head Office at Lighthouse, Poole.

- Training opportunities such as mental health awareness, equality, diversity and inclusion training, carbon literacy training, Safeguarding and Health & Safety.
- Personal goal setting and development opportunities through a personalised learning & development plan and performance review. Mentoring in project management and skills development, and access to networking opportunities at sector events and conferences.
- Opportunity to be part of the Diversity Champions or BSO Green Team to drive forward our commitment to Equality, Diversity and Inclusion and the Environment, or a Mental Health First Aider.

Role Summary:

The role will lead the Community and Health & Wellbeing programme, which champions life-long creativity and improves health and wellbeing through music-making. The Programme Manager will take full responsibility for planning, delivery and evaluation, and shape the strategic direction of the Programme alongside the Head of BSO Participate. The role will work with BSO Associate musicians, freelance musicians and community, health, arts partners and higher education establishments across the South West; and with participants including families and intergenerational groups, people experiencing mental health challenges and those recovering from addiction, older people living in care homes, and people living with dementia. The Programme Manager will work with the digital team to continue to innovate with digital delivery as well as in-person activity.

Key Responsibilities:

Programme Development

- Work with the Head of BSO Participate to shape the strategic direction of the programme and realise future plans and ambitions.
- Continue to develop music for health project models, including work with Social Prescribers, community and health partners, and Music for A While with hospitals.
- Work with the Head of BSO Participate to develop the BSO's residency model and touring programmes, including BSO On Your Doorstep in targeted areas across the South West, collaborating with other strands of Participate work.
- Identify the need and opportunities for new work and partnerships, particularly with underserved communities, and the expansion of digital content.

Project Management & Delivery

- Lead on the planning, management and delivery of all Community and Health & Wellbeing programmes, currently including: Family, Wellbeing and Recovery Orchestra models; Rusty and Not so Rusty Musicians programme; Cake and care home Concerts; Active Care Homes and the Digital Care Homes portal.
- Deliver and support other BSO Participate projects and engagements as required.

- Lead on the development and delivery of certain residency programmes and special projects, ensuring links across Participate activity.
- Engage and manage music leaders and musicians to deliver the programme; working closely with BSO Associates, BSO orchestra members and freelancers.
- Build relationships with a diverse range of community partners, support networks, health providers and venues to maximise the impact and reach of the programme.
- Work effectively with other BSO departments, eg. on marketing and promotion, orchestra liaison, scheduling and communication.
- Forecast budgets, and maintain and monitor income and expenditure of all Community and Health & Wellbeing projects.
- Ensure all musicians delivering work with children or vulnerable adults have undergone the relevant DBS checks and health & safety and safeguarding training
- Champion Equality, Diversity and Inclusion throughout BSO's work and innovate to ensure programmes are accessible and inclusive

Advocacy, Documentation & Evaluation

- Develop evaluation plans to monitor and evaluate projects against objectives, measuring impact and ensuring funding and reporting criteria are met
- Identify key messages and stories from projects, and lead on compiling reports and case studies with the BSO Participate Coordinator
- Ensure funders are kept informed about the programme via the BSO Development team, and keep other relevant partners and stakeholders informed.
- Advocate more widely for the work of BSO Participate as required.

Line Management

- Line manage the BSO Participate Coordinator (Community and Health & Wellbeing), providing guidance, development, day-to-day management and task allocation as required.
- With the BSO Participate Coordinator, delegate administrative tasks to the BSO Participate Administrator, and be a point of contact and support.

General

- Give regular programme updates at team meetings and to the Head of BSO Participate.
- Assist other colleagues on BSO Participate events as required.
- Represent the Company and attend meetings as required, keeping minutes and records of meetings as necessary.
- Lead on the setup and delivery of mailings and ticketed events using e-mail and ticketing software (Dot Digital, Spektrix)
- Ensure Community, Health & Wellbeing programme information is up-to-date on the website.
- Carry out any other duties as required

3. Person Specification

Experience and Skills:

- Experience of programme and event management in an arts/ arts and health setting
- Experience working with artists/ musicians
- Experience working within creative/ performing arts organisations
- Experience of working inclusively with people from diverse backgrounds and with a range of access needs
- Excellent written and spoken communicator with a range of people (including participants, colleagues, artists and stakeholders)
- Excellent IT/ digital skills
- Experience managing budgets
- Comprehensive and up to date knowledge of best practice in arts, community, and health & wellbeing
- Qualification in arts/ arts and health/ community or similar (desirable)
- Musician or background in music (desirable)

Personal Attributes:

- Leadership skills in working within a team and with other creatives
- Able to work flexibly and responsively to developing needs and agendas
- Passion for working with music and with people
- Excellent team working skills and the confidence to work independently where required
- Confident and sensitive supporting people of varying ages and from diverse backgrounds inclusively
- Highly motivated and proactive
- Proven organisational skills with an ability to prioritise workload
- High level of attention to detail

General:

- Availability and willingness to work evenings/ weekends when required
- Current clean UK drivers licence

4. To Apply

For more information about the role please visit <https://bsolive.com/jobs/>.

To Apply please complete the online application form referencing the Job Description and how you meet the Person Specification. Please send the completed application form to nwright@bsorchestra.co.uk along with a cover letter and CV and equal opportunities form.

We are proud to be recognised as a Disability Confident employer, and are committed to making reasonable adjustments in the recruitment process. If you need any of the application documents in a different format, or have questions about or require support with the application process, please get in touch with nwright@bsorchestra.co.uk.

5. If you would like more information or a confidential chat about any aspect of the job before applying, please contact Bea Hankey at bhankey@bsorchestra.co.uk.

The deadline for applications is 9am, Mon 10th October 2022.

Shortlisted candidates will be informed at the latest by Thursday 13th October. Candidates that aren't shortlisted will be contacted.

Interviews to be held in Poole on Tuesday 18th October.

Interview questions can be provided in advance.

If you would like more information or a confidential chat about any aspect of the job before applying, please contact Bea Hankey at bhankey@bsorchestra.co.uk.

The BSO is committed to safeguarding through safer recruitment. All our roles require the successful candidate to complete a Disclosure and Barring Check, the receipt of satisfactory references and be eligible to work in the UK.

We look forward to receiving your application.