

# MUSIC PROGRAMME MANAGER

This role leads on the development of music programmes across all genres in Sub-Saharan Africa and will contribute to the development of cross-cutting, cross art-form, cross-departmental and Culture and Development programmes. Official Development Assistance (ODA) programmes take place in designated countries, and the main beneficiary is the country itself. The Music Programme Manager works closely with Arts Managers and other British Council staff overseas to agree programmes and activities which respond appropriately to local opportunity and context, contributing to the British Council's cultural relations purpose. The Music Programme Manager provides the connection to the UK sector and is able to draw upon a wide-ranging knowledge of contemporary UK music and music organisations – including training organisations - across all genres and on a network of UK contacts in order to provide specialist advice and contribute directly to project design, implementation, management and evaluation. The Music Programme Manager will manage relationships within the UK sector and support the management of finance, contracts, information and evaluation in relation to project delivery.

## Role Information

Role	Pay Band	Location	Duration	Reports to:
Music Programme Manager	British Council Pay Band 7	London	2 days a week, 2-year fixed-term contract	Senior Programme Manager Music

## Role purpose

Provide specialist support to British Council offices overseas to ensure the development, implementation and management of high-quality, strategic music programmes which meet specific regional requirements and support the British Council's cultural relations objectives.

## Strategic Business Unit overview:

The **British Council** was founded to create 'a friendly knowledge and understanding' between the people of the UK and wider world by making a positive contribution to the countries we work with, and in doing so making a lasting difference to the UK's international standing, prosperity and security. The programmes we use to do this are wide-ranging and cover the arts, education, English, science and society.

Our UK **Arts team** works with the British Council's global network of offices to achieve significant impact and change by finding new ways of connecting and seeing each other through the arts. Our team in the UK has three main groupings: We have six art form teams; three cross-disciplinary teams; and three country-specific teams in Scotland, Wales and Northern Ireland. Our aim is to see stronger creative sectors across the world that are better connected with the UK. We believe arts and culture are vital to prosperous, secure societies, and that offering international cultural connections and experiences strengthens their resilience. We are uniquely able to make a difference thanks to our extensive and diverse networks in the UK and internationally, enabling us to respond to the individual context of each place we work in. [Link to Vision on internet.](#)

In the **Music team** we use our connections and understanding of the UK contemporary music sector across all genres from classical to urban to advise and support our international colleagues on working with music within cultural relations programmes and provide a link to the UK. Together we develop projects to encourage showcasing, collaboration and professional exchange. We work in partnership with musicians, composers and music sector professionals to build relationships between the music sector in the UK and around the world.

## Main opportunities/challenges for this role:

- Working within cross-departmental and multi-location teams to deliver music programmes within a large, complex international organisation.
- Working on multiple programmes with different cultural and operational contexts (resources, capacity, infrastructure, market, political).
- Creating opportunities for the UK music sector that encourage international showcasing, collaboration and professional exchange within a cultural relations and mainly ODA context.
- Maintaining expertise in contemporary UK music.
- Develop music programmes that respond to British Council aims around ODA work, for example in capacity building and music for social change.
- Contributing to developing the digital representation of Music Department's work.
- Sharing expertise in specialist genres with others in the team as needed

## Main Accountabilities:

### Programmes

- Leads in the development and presentation of specific music project or programme proposals, including the music-related component of wider programmes, to ensure these are soundly based and gain approval.
- Oversees and, as necessary, advises on the implementation of approved music products and/or programmes to ensure these are efficiently and effectively delivered to agreed standards.
- Ensures the provision, collation and analysis of participant and stakeholder feedback and other evaluation as appropriate on all relevant projects and programmes so their quality and effectiveness can be assessed and, recommend improvements.
- Advises and works with colleagues to ensure the relevant parts of the British Council's knowledge management systems, websites and marketing materials are up to date and comprehensive in relation to British Council's work within music.
- Supports the delivery of programmes through the management of finance, contracts, information systems and evaluation as relevant.
- Identifying opportunities for development projects that respond to British Council strategy for the region, for example in capacity building in the Music sector.

### Sector/subject expertise

- Actively builds professional networks and information channels that maintain an excellent understanding of relevant developments, stakeholders and opinion formers in music sector (in both the UK and internationally), representing our work in music externally, to support the creation of high quality project and programme proposals.
- Provides proactive advice and support to colleagues, particularly overseas, to ensure locally developed and/or implemented projects and programmes are high quality, cost effective and based on a genuine understanding of the key priorities and best practice within music.

### Relationship & stakeholder management

- Proactively identifies and cultivates potential/actual partners for project and programme development and delivery, and secures the successful achievement of British Council objectives.
- Builds and maintains effective relationships with internal partners and stakeholders, to ensure effective, integrated and joined-up delivery of portfolio goals in a complex matrix environment.

### Risk & compliance

- Ensures projects and programmes are delivered in line with British Council quality standards and Project Management methodologies, including adherence to all process and procedures, governance requirements and communication procedures.
- Uses specialist experience to identify project and programme issues and potential solutions or improved ways of working to address them, escalating where necessary.

### Commercial, financial & resource management

- Using agreed British Council systems and processes, plans and manages the budget for a range of small/medium-sized projects and programmes, and conducts monthly and year-end reporting on income and expenditure, profitability and risk.

### Leadership & management

- Plans and prioritises own work activities, and those of a wider project team/teams (many of which exist outside the direct management line and may be external to the British Council e.g. artists), to ensure effective delivery of diverse responsibilities and programmes.
- May be formal line manager to junior staff, temporary staff or interns.

- Provides coaching and mentoring for staff reporting to the role and/or staff in the project teams, as agreed to build capability and capacity within the team and ensure the team receives the support it requires.
- Supports the analysis of skills, identifies development needs and contributes to the development of learning and development initiatives from areas of own expertise.
- Shares knowledge, expertise and ideas to support senior managers and peers identifying and/or developing ways in which the music team can make the most effective impact on the British Council's cultural relations.
- Works within a cross-departmental and multi-location team to deliver high-quality programmes – using negotiation skills within a matrix structure to persuade colleagues and external partners to support programmes, or work in new ways in support of cultural relations and to increase impact for the British Council in the UK and overseas.
- Works on multiple programmes at one time within different cultural and operational contexts and in complex matrix environment balancing multiple projects with different cultural and operational contexts.
- Ensures EDI (Equality Diversity and Inclusion) targets are included in projects.

### Role Requirements:

<b>Threshold requirements:</b>	<b>Assessment stage</b>
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<b>Passport requirements/ Right to work in country</b>	EU passport/existing right to work in the UK	<i>Shortlisting</i>
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<b>Person Specification:</b>	<b>Assessment stage</b>
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### Qualifications

<i>Minimum / essential</i>	<i>Desirable</i>	<b>Assessment Stage</b>
	<ul style="list-style-type: none"> <li>• Education to university level or professional experience equivalent</li> </ul>	<i>Shortlisting</i>

### Job Specific Knowledge & Experience

<i>Minimum / essential</i>	<i>Desirable</i>	<b>Assessment Stage</b>
<ul style="list-style-type: none"> <li>• A good, wide knowledge of UK music, particularly contemporary, and the ability to make critical judgements across different genres.</li> <li>• A good network of contacts across the UK music sector.</li> <li>• Substantial recent professional experience in the UK music sector</li> <li>• The ability to write effectively for a variety of different audiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an international context, preferably with knowledge of Sub-Saharan Africa, or with different cultures.</li> </ul>	<i>Shortlisting</i>

<b>British Council Core Skills</b>	<b>Assessment Stage</b>
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<b>Managing projects – Level 3</b> Analyses requirements with the sponsor/stakeholders, defining the specification with awareness of equality and diversity impact, planning, revising, implementing and evaluating on small-to-medium scale and/or low risk projects.	<i>Shortlisting AND Interview</i>
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<p><b>Communicating and influencing – Level 3</b> Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging.</p>	<p><i>Shortlisting AND Interview</i></p>
<p><b>Managing finance and resources – Level 3</b> Monitors and controls an agreed budget within a defined area, producing reports and analyses and contributing to planning.</p>	<p><i>Shortlisting AND Interview</i></p>
<p><b>Managing accounts and partnerships – Level 2</b> Communicates regularly with diverse stakeholders, customers and/or partners to build mutual understanding and trust.</p>	<p><i>Shortlisting AND Interview</i></p>
<p><b>British Council Behaviours</b></p>	<p><b>Assessment Stage</b></p>
<p><b>Creating shared Purpose (MORE DEMANDING)</b> Creating energy and clarity so that people want to work purposefully together</p>	<p><i>Interview</i></p>
<p><b>Connecting with others (MORE DEMANDING)</b> Actively appreciating the needs and concerns of myself and others</p>	<p><i>Interview</i></p>
<p><b>Making it happen (MORE DEMANDING)</b> Challenging myself and others to deliver and measure better results</p>	<p><i>Interview</i></p>
<p><b>Working together (MORE DEMANDING)</b> Ensuring that others benefit as well as me.</p>	<p><i>Interview</i></p>
<p><b>Being accountable(MORE DEMANDING)</b> Putting the needs of the team or British Council ahead of my own</p>	<p><i>Performance Management only</i></p>
<p><b>Shaping the Future (MORE DEMANDING)</b> Exploring ways in which we can add more value.</p>	<p><i>Performance Management only</i></p>