



## Projects Manager Application Pack

**Job title:** Projects Manager  
**Hours per week:** Full-time (32 hours over 4 days)  
**Place of work:** musicALL head office  
**Salary:** musicALL salary point 5 (£35,280)

### Job Description

**Purpose of the role:** The Projects Manager is responsible for implementation of planning, delivery and evaluation processes related to a range of activities for projects across musicALL pathways and musicALL presents.

**Role Summary:** An integral part of musicALL's core team, the Project Manager will oversee freelance music tutors and music workers ensuring that participants have a quality experience. Scope of the role is wide, but generally within the duties listed below.

### **Strategic Management**

1. Work closely with the Executive Director and the board implement musicALL's strategic business plan on an ongoing basis.
2. Contribute to setting project targets year on year, and provide regular qualitative and quantitative reports to the Executive Director as required.

### **Project Management**

3. Manage the musicALL project and events diary and share information regularly with core and project teams.
4. Co-devise, plan, implement, problem solve and report on all aspects of musicALL projects as required.
5. Report regularly and directly to the Executive Director on all aspects of the projects including project targets, evaluation frameworks, financial performance, health & safety and any specific issues arising.
6. Contribute to the management and output of musicALL's website and social media.
7. Line manage and supervise allocated project staff including music tutors and music assistants.
8. Ensure projects are set up efficiently, effectively and delivered in line with musicALL's policies, procedures and ethos.
9. Ensure projects are effectively monitored and evaluated, run to time and within budget.
10. Produce and liaise with the core team to submit evaluation reports to funders on an agreed delegated basis.
11. Communicate project setups, plans and logistics effectively to the Executive Director and all associated personnel including musicALL staff, participants, their families and partner organisations as required.

### **Health & Safety**

12. Safeguard and maintain the safety, dignity, health and wellbeing of team members and participants at all times across all projects and platforms including digital, sharing any concerns with the Executive Director.





**Person Specification**

<b>Essential</b>	<b>Evidence</b>	<b>Desirable</b>	<b>Evidence</b>
Excellent Project Management skills and proven track record of managing multiple complex projects.	CV Cover letter Interview	Educated to SCQF level or above in relevant qualification.	CV
Excellent verbal and written communication.	CV Cover letter	Full UK driving licence.	CV Cover letter
Excellent resource management skills across people, relationships, time and money.	CV Cover letter Interview	Robust professional network across cultural, music and education sectors.	CV Cover letter
Strong understanding of cultural, music, and education sectors in Scotland.	CV Cover letter Interview	Strong experience of performance managing teams including freelance contractors.	CV Cover letter
Strong understanding of issues affecting people who are learning disabled / neurodivergent, including organisational duty of care for participants.	CV Cover letter Interview	Interest in music and music and education practices.	CV Cover letter
Excellent problem solving skills and positive approach to overcoming obstacles.	CV Cover Letter Interview	Music events management and promotions experience.	CV Cover letter
Strong understanding of employer Health and Safety responsibilities and Risk Management processes.	CV Cover Letter	Experience of supporting digital events and campaigns.	CV Cover letter
Driven, motivated and able to work independently to complete tasks to a high standard.	CV Cover letter		
Excellent interpersonal skills with the ability to lead, motivate, and influence multiple stakeholders.	CV Cover letter Interview		



## **About musicALL**

musicALL is an innovative Glasgow-based charity working with disabled and neurodivergent people to access opportunities across music making activities.

**'musicALL Pathways'** provides high quality music tuition, rehearsal, and performance opportunities for hundreds of disabled and neurodivergent young people each year through our Make Your Own Kind of Music bands project in Additional Support for Learning (ASL) secondary schools, and our Move On Up bands project for school leavers.

**'musicALL Presents'** supports established acts, including our band in residence the Fridays to bring their music to wider audiences through projects that focus on artistic and audience development opportunities including recording; marketing and distribution; and live performance.

**'musicALL Hubs'** will support disabled and non-disabled musicians across Scotland through the creation of a new digital resource to develop and deliver projects in their communities, helping to overcome geographical barriers, develop inclusive creative communities throughout the country, and support musicALL's aim to achieve cultural change on a national level.

We want to create safe and nurturing creative environments for all, and to support opportunities for further training, accreditation and employment for disabled musicians within the music industry, ensuring inclusion and equal opportunities for access to the same opportunities other musicians have.

Our mission is to make people heard through music, and our vision is that music activities and opportunities are fairer, more inclusive, and open to talented individuals regardless of their background especially for those who are disabled and / or neurodivergent.

With this vision we hope to promote a fairer, inclusive society where disabled people feel valued and supported to fully access all aspects of the Glasgow music scene without facing prejudice.

musicALL prides itself on its bold and innovative activities that support people who are disabled and / or neurodivergent to break barriers, change perceptions, and contribute to a richer and more inclusive culture in the music industry. Over the last year musicALL has worked with leading industry partners including:

- Chem19 Studios
- 432 Presents
- Mono
- SWG3
- Berkeley 2 studios (Glasgow)
- Creative Scotland

As we continue to support and develop our talented musicians, musicALL aims to become a conduit between artists and producers, providing support to navigate the music industry to artists, and support to develop best practice for producers.



### **Additional information**

#### **Team benefits**

musicALL's projects are delivered during term time, therefore the organisation is able to offer a generous 10 week holiday package, which is programmed around our activities calendar as follows:

- 4 weeks in the summer (July)
- 2 weeks in spring (usually April)
- 2 weeks over Christmas / New Year
- 2 weeks of flexible holiday (agreed on request)

musicALL has adopted a 4 day working week for staff over 32 hours per week (full-time), and supports hybrid working.

musicALL is an equal opportunities employer, which to us means an extensive understanding of individual circumstances. We strive to be a good employer at all times and offer flexibility across a range of working conditions including core working hours, working environment, additional support requirements, help to meet caring responsibilities etc.

musicALL offers Techscheme and Bike2Work salary sacrifice schemes to employees.

All musicALL employees are required to undertake a protection of vulnerable groups check (PVG) which will be carried out by the organisation upon successful offer of employment.

#### **How to apply**

Please send a cover letter and CV, including two named referees to Rob Gallagher, Executive Director, email: [rob@musicallscotland.org.uk](mailto:rob@musicallscotland.org.uk), by the closing date on **Friday 28th July at 5pm**.

musicALL is an equal opportunities employer and welcomes applications from people from all backgrounds, including disabled and neurodiverse applicants.

Please advise us of any support requirements, or contact us for any further information in support of your application; including the option for a pre-application meeting.