



**PROGRAM MANAGER ROLE
INFORMATION PACK
OCTOBER 2021**

ABOUT US

Anthem. Music Fund Wales Cronfa Gerdd Cymru was established in 2018 following a Welsh Government report exploring ways to support music education in Wales. The charity is now at an exciting stage in its development with a full time CEO, who is bringing together the trustees and team to work towards delivering its vision and mission:

Our vision is a Wales in which music can empower every young life.

We believe music is a potent creative force for young people that feeds self-expression, personal development and wellbeing.

Anthem will create opportunities across genres and communities and nurture diverse talent to take the next steps to musical careers.

Anthem is a catalyst for youth music in Wales, funding work that will create change, making connections to widen partnership working, and enabling best practice to flourish.

Anthem seeks to ensure that equality and diversity principles – accessibility, inclusivity, respect and difference - underpin all areas of the

organisation's work and aims to promote them within its board, its employment practices and across its work. Anthem positions its work as collaborative, innovative, inclusive, creative, inspiring.

THE ROLE

We are looking for a Program Manager to work with our Chief Executive Officer to plan and run Anthem's funding programs.

The successful candidate will be an organised self-starter who has the energy to drive program activity and partnerships. They will be a good communicator, skilled at running structured processes, managing data, assessing, evaluating and reporting.

The successful candidate will also be passionate about developing young people through music across all genres and addressing barriers to music for young people in Wales.

We are keen to communicate with individuals who are under-represented / have faced neglect or exclusion from the arts community, and would particularly welcome applications from disabled people, Black, Asian and ethnically diverse people, LGBTQ+ people, and individuals from under-represented socio-economic backgrounds. Anthem welcomes applications from people who are Welsh learners or Welsh language fluent.

The Program Manager will be responsible to the Chief Executive Officer and will work closely with the Board of Trustees and the Youth Forum.

HOW TO APPLY

Please read the role description and person specification below and send your CV and a covering letter telling us the role is of interest to you and how your skills and experience match what we are looking for. Send everything to rhian.hutchings@anthem.wales

- The deadline for submission of applications is Friday 10th December at 5pm.
- You will be informed if you have been invited for an interview by Tuesday 14th December.
- Interviews will take place on Friday 17th December.

If you have any other special requirements to enable you to apply for this role, please let us know by emailing rhian.hutchings@anthem.wales

ROLE DESCRIPTION

Contract: Part time 12 month fixed term running from 1st January 2022 to 1st January 2023

Salary: £30,000 per annum, pro rata across 3 days per week

Location: Flexible

The Program Manager will be responsible for the management and delivery of the Atsain and Dilyniant Funds, and the practice network meetings associated with these funds.

- Atsain Fund will address barriers to music for young people in Wales and will be supported by Youth Music.
- Dilyniant Fund will nurture young musical talent in Wales by offering small grants to individuals to support progression.

We expect to make around 35 awards through Atsain and 10 awards through Dilyniant in 2022. We also expect to run two practice sharing events during the year to support grantees to come together and share practice, and to open learning to the wider sector.

Tasks

- Set up of processes around key funding strands
- Preparation of application guidance and management of application processes
- Working with CEO to manage the outcomes laid out in the memorandum of understanding with Youth Music

- Working with Anthem marketing team to manage communications
- Management of decision making process and grant distribution, including recruitment and training for young panel members
- Planning and management of practice network meetings for wider sector
- Working with CEO to manage evaluation and reporting for all programs running
- Reporting to trustees and funders as required

Key Outcomes

- Delivery of two rounds of Atsain Fund
- Delivery of one round of Dilyniant Fund
- Delivery of two practice network meetings across 2022
- Year One report delivered

Features

- ability to travel to attend meetings or to attend meetings online
- ability to work from home
- a working knowledge of digital platforms, including Zoom, Google, Slack, Airtable
- ability to support events at evenings and weekends if needed

Person Specification

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| Knowledge and Experience |
| Knowledge of grant-making processes and procedures |
| Knowledge of the music education and youth music landscape in Wales |
| Experience of working in or with the charitable sector |
| Experience of data collection and evaluation |
| Skills and Abilities |
| Strong organisational skills, project management and budgeting skills |

Good analytical skills, with the ability to gather, interpret and assess information from a variety of sources, assess risk and identify key issues

Excellent with technology – databases, automating tasks, working with data, Google, email and social media

Excellent verbal and written communication

The ability to work bilingually in English and Welsh

Personal Qualities

An excellent team player who inspires trust

Can-do attitude - takes initiative and works with light supervision

Personal integrity – evidence of discretion, honesty, openness

Desirable

A fluent Welsh speaker