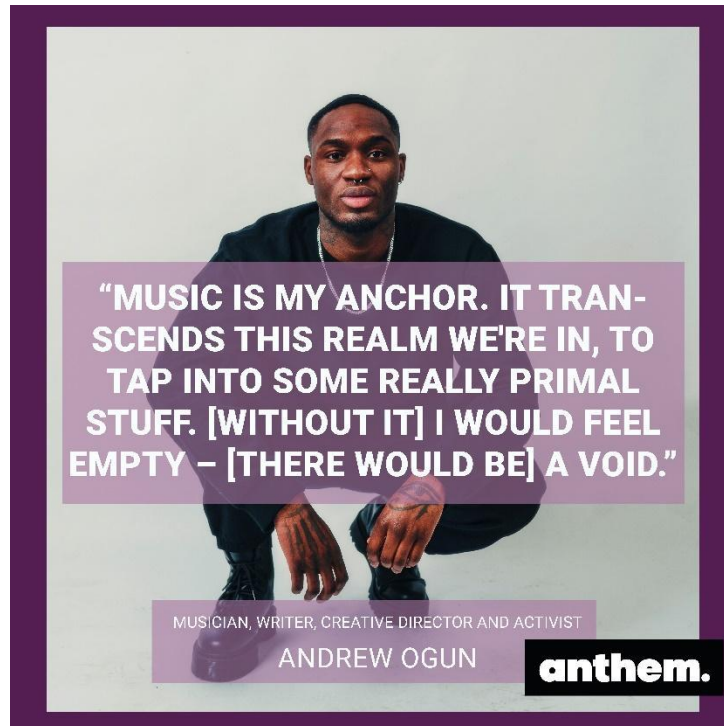


anthem.



**DIGITAL GATEWAY PROJECT MANAGER
INFORMATION PACK
MAY 2022**

Dear Applicant,

Thank you for your interest in the role of freelance project manager for the Anthem Digital Gateway.

Anthem. Music Fund Wales is an exciting new charity that launched in 2019. I joined Anthem as the first Chief Executive Officer in 2020. We are currently building our programmes, including a Youth Forum made up of 16 – 24 year olds who are passionate about music in Wales, and the Atsain Fund focusing on removing barriers to music for young people in Wales. The next step on our journey is to build a Digital Gateway to music for young people.

As an organisation, we are at the beginning of our journey, and are building a strong, diverse team to support our work. Currently we have a small team, with some staff members on PAYE and some staff members working as freelancers. There is a strong emphasis on mutual support and it's important that everyone feels welcome, able to do their work to the best of their ability and has a chance to develop themselves when they come and work with Anthem. When we recruit, we are looking for potential and passion.

The team is supported by a strong group of trustees from a range of backgrounds. We recently recruited three new young trustees, and this is part of our commitment to put young people at the heart of Anthem. This commitment will be a major part of how we develop the Digital Gateway.

I'd be happy to discuss the role with you before you apply, so if you have any questions or want to arrange a phone call, please do email me at rhian.hutchings@anthem.wales .

Rhian Hutchings, Anthem Chief Executive Officer

ABOUT ANTHEM

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, having appointed a full time CEO in 2020 to bring together the trustees and a team to work towards 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.

ANTHEM DIGITAL GATEWAY PROJECT

We are seeking a Project Manager to manage our Digital Gateway Development Project from June to October 2021.

The Anthem Digital Gateway Development will research and develop an online platform that will make a bridge for young people to the music

industry in Wales. The project will develop and scope and build a Gateway where young people can access music opportunities, careers information, peer stories and links to music industry in Wales. The Digital Gateway will have a community of young people at its heart and will work in partnership with key music development partners in Wales.

The project activity will include the following:

- Recruitment of a team of peer developers
- Collaboration with key Anthem partners on the project
- A tender for a web developer to build the platform
- Weekly check in meetings with the peer developers
- Development of initial material for the platform
- Testing of the new platform with Anthem Youth Forum members and wider stakeholders

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 Monday 30th May at 5pm.
- You will be informed if you have been invited for interview by Monday 6th June.
- Interviews will take place on Friday 10th June.

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

The Digital Gateway Project Manager Role is a freelance contract.

Time commitment will be equal to 1 day per week across 20 weeks from 6th June to 30th October 2022

Anthem can offer a total fee of £4000 (£200 per week across 20 weeks)

The Digital Gateway Project Manager will be responsible to the CEO.

TASKS

- Work with Anthem CEO to plan and shape the Digital Gateway Development project
- Manage the development of the Digital Gateway, keeping the project on track and making sure the key milestones are met
- Manage the development meetings and the team schedule
- Manage the tender process for the web developer
- Effective communication with Digital Gateway team including partners, peer developers, web developer, Anthem Youth Forum and Anthem team
- Manage scheduling for content development working with the peer developers
- Manage platform testing once the initial platform is in place
- Ensure compliance with key Anthem Policies including Safeguarding, GDPR & Equalities and Diversity and Code of Behaviour.
- Monitor and evaluate the project and deliver a short evaluation report at the end of the project.

FEATURES

- ability to travel to attend meetings or to attend meetings online
- ability to work from home
- ability to support events at evenings and weekends if needed

PERSON SPECIFICATION

Knowledge, Experience and Skills
Demonstrable/ Successful track record in managing projects
Knowledge of sector working practices
Knowledge of digital management and communications platforms, including Zoom, Google, Whats App
Strong organisational, project management and budgeting skills
A detailed worker with attention to detail
A good communicator who creates positive relationships
A welcoming facilitator who enjoys building networks
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
Experience of working bilingually
An understanding of the music education and youth music landscape in Wales
Anthem welcomes applications from people who are Welsh learners or Welsh language fluent