



**PROGRAMME MANAGER ROLE  
INFORMATION PACK  
FEBRUARY 2024**

**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 seeking a Programme Manager to work with our Chief Executive Officer to plan and run Anthem's events and 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, organising events, 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 Programme 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](mailto:rhian.hutchings@anthem.wales)

- The deadline for submission of applications is 12pm on Friday 8th March 2024
- You will be informed if you have been invited for an interview by Tuesday 12th March 2024
- Interviews will take place on Tuesday 19th March 2024

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](mailto:rhian.hutchings@anthem.wales)

## **ROLE DESCRIPTION**

Contract: Part time 12 month fixed term running from 1st April 2024 to 1st April 2025

Salary: £30,000 per annum, pro rata across 3 days per week (22.5 hours per week)

Location: Anthem offices, 202 Trafalgar House, 5 Fitzalan Place, Cardiff, CF23 5DT

The Programme Manager will be responsible for the management and delivery of the Atsain Fund and Nurture Fund and the practice network meetings associated with these funds, and the Anthem Masterclass series.

- Atsain Fund addresses barriers to music for young people in Wales and is supported by Youth Music. We expect to run two funding calls for Atsain in 2024 / 2025, as well a series of online practice sharing events during the year to support grantees to come together and share practice, and to open learning to the wider sector.
- Nurture Fund will nurture young musical talent in Wales by offering small grants to individuals to support progression. We expect to run one funding call for Nurture in 2024 / 2025, and events to bring grantees together.
- Anthem Masterclasses are a series of music workshops for young people in South Wales. We are planning to run one workshop in Cardiff each month.

## Tasks

- Management 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 Fundraising Manager to support applications to other funders
- Working with Anthem Communications Manager 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
- Planning and management of Anthem Masterclass series
- 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 Nurture Fund
- Delivery of practice network meetings across 2024 / 2025
- Delivery of Anthem Masterclass series across 2024 / 2025

## Features

- Office space at Bizspace, 202 Trafalgar House, 5 Fitzalan Place, Cardiff, CF24 0ED
- ability to travel to attend meetings or to attend meetings online

- a working knowledge of digital platforms, including Zoom, Google, Slack, Airtable
- ability to support events at evenings and weekends when needed

### Person Specification

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
Excellent event management 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
Experience of working bilingually
Anthem welcomes applications from people who are Welsh learners or Welsh language fluent

