



**PROGRAMME MANAGER ROLE
INFORMATION PACK
May 2025**

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 FFWD 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.

Please upload your CV and covering letter at the below link:

<https://airtable.com/appDe0XMQUT303tTL/pagIJE6oPGpymWoKt/form>

- The deadline for submission of applications is 5pm on Monday 26th May 2025.
- You will be informed if you have been invited for an interview by Wednesday 28th May 2025
- Interviews will take place on Thursday 5th June 2025

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: Permanent Contract - Part Time

Salary: £30,000 per annum, pro rata across 4 days per week (28 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 Sustainable Futures programme, the Atsain Programme, and the Nurture Fund.

- Atsain programme includes management of existing fundees, and project management of the Young Curators project.
- 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.
- Sustainable Futures programme includes planning and management of the Skills for Sustainability Training sessions, and development of the organisational strand of this work.
- Planning and management of the Atsain network which will sit alongside all these strands.

Tasks

- Planning, management and delivery of activity programmes

- Management of processes around key funding strands
- Preparation of application guidance and management of application processes
- Working with CEO and Fundraising Manager to support applications and reporting to funders of Anthem's programmes
- 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
- Working with CEO to manage evaluation and reporting for all programmes running
- Line management of junior staff as required
- Reporting to trustees as required

Key Outcomes 2025 2026

- Delivery of Skills for Sustainability Training
- Completion of Young Curators Cymru 2025
- Delivery of one round of Nurture Fund
- Delivery of Atsain practice network meetings across 2025 / 2026

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