

## Education Projects Manager Job Description



**Reporting To:** Artistic Director

**Hours:** 22.5 hours

**Salary:** £27,000 pro rata (actual salary £16,200.)

**Contract:** Up to July 2023 with a probation period of 6 months. To be reviewed depending on availability of further funding.

**Place of Work:** Music and the Deaf is an organisation that works remotely. The successful candidate will be working primarily from home, preferably in Yorkshire where most of our projects are based.

**Overview:** Music and the Deaf (MatD) is a national charity which is entirely dedicated to opening up music opportunities for people with any degree of deafness. We believe that our work helps to break down barriers for deaf people and enriches lives. We provide training, consultancy and educational resources to schools, music education services and other partners, in order that deaf people can be fully involved with music. We run ground-breaking music education projects and help push the boundaries of what deaf people can aspire to and achieve through music-making. Past projects have included Frequalise (music technology) and Modulate (instrumental learning.) Our public talks and performances help to raise awareness and challenge preconceptions which relate to music and deafness.

The Education Projects Manager is a key role within the organisation. Responsibility includes running all aspects of MatD's education work relating to children and young people. This role, whilst working closely with the Artistic Director, involves fundraising for education projects, as well as implementing and ensuring the smooth delivery of MatD's educational activities.

The Education Projects Manager will specifically lead our recently funded West Yorkshire music programme (February 2022 – July 2023) and newer initiatives, including the development of structured training courses for teachers and workshop leaders. The postholder will also develop the organisation's education strategy as we develop our business plan for the next five years.

The deadline for submitting applications is: 12 noon on Tuesday 15<sup>th</sup> March 2022.

Interviews for shortlisted applicants will take place on: Wednesday 23<sup>rd</sup> March 2022.

To please send a CV and covering letter to Danny Lane, Artistic Director at [danny@matd.org.uk](mailto:danny@matd.org.uk) or get in touch with Danny directly to find out more about MatD and the advertised role.

### **Main Duties:**

- Sustain and develop the charity's educational activities through securing funds from a wide variety of sources.
- Set up and manage the smooth running of projects, including staff recruitment, budget management, evaluation and reporting to funders.
- Develop and strengthen partnerships e.g. Music Education Hubs, schools and universities.
- Promote MatD's education work to potential partners, participants, families, Friends and supporters.

- Identify possibilities which could be included within MatD's education programme.
- Support the Artistic Director in ensuring mainstream schools, resource bases, schools for the deaf and FE colleges have up to date information on Music and the Deaf.
- Support the Artistic Director with developing a pool of freelance staff who could represent MatD across the UK and further afield.
- Report to the Board of Directors to give an update on projects and fundraising.
- Adhere to and contribute to updating operational policies and procedures, including health and safety and safeguarding.