

Education Projects Manager Job Specification

Qualifications/Education required.	
<p>Essential:</p>	<p>Desirable:</p> <p>Music education to degree standard (or equivalent).</p> <p>Certificate in safeguarding</p>
Experience:	
<p>Essential:</p> <p>Strong fundraising and project management background with a minimum of 3 years' experience working within the arts education sector.</p> <p>Balancing priorities and managing projects effectively.</p> <p>Monitoring and evaluating activities accurately and adapting projects if required.</p> <p>Carrying out risk assessments, in line with health and safety policies.</p> <p>Promoting projects in a captivating way to audiences, in particular, funders, partners, supporters and participants.</p>	<p>Desirable:</p> <p>Strategy building, implementation of music education projects and accurate budget forecasting.</p>
Partnership working	
<p>Essential:</p> <p>Demonstrable track record of establishing and maintaining successful partnerships with a variety of organisations and schools.</p> <p>Experience of commissioning freelancers and companies for work.</p>	<p>Desirable:</p>

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Fundraising	
<p>Essential:</p> <p>Have a track record of generating income i.e through research, bid writing and submission of funding applications.</p> <p>Experience of reporting to funding bodies and maintaining positive relationships with funders.</p>	
Competencies required	
<p>Essential:</p> <p>A motivated, resilient self-starter, able to work effectively to deadlines and manage priorities.</p> <p>A team player, who is also able to work independently and uses initiative.</p> <p>Able to work effectively from a home base and be prepared to travel as and when needed for meetings and in settings where projects are based. Travel expenses will be provided.</p> <p>Excellent communicator with the ability to build effective relationships outside the organisation.</p> <p>Flexible and willing to work on occasion outside normal office hours.</p>	<p>Desirable:</p>
Skills and knowledge requirements	
<p>Essential:</p> <p>IT skills (Microsoft Office).</p>	<p>Desirable:</p> <p>Knowledge of the current music curriculum and assessment requirements will be an advantage.</p> <p>Knowledge of Deaf awareness, however external and on-site training will be provided if needed.</p>
<p>Additional:</p> <p>The post holder will be required to undergo an enhanced DBS check.</p>	