

Leaders in music, disability & technology



MUSICAL INCLUSION PRACTITIONER & MANAGER

APPLICANT INFORMATION PACK



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**ARTS COUNCIL
ENGLAND**

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1. ABOUT DRAKE MUSIC

Our vision

Non-disabled people can make music in many ways and at many different levels. Our vision is a world where disabled people have the same range of opportunities as their non-disabled peers, and a culture of inclusive music-making, where disabled and non-disabled musicians collaborate as equals.

Who we are

Drake Music is the leading national organisation working in music, disability and technology. We have been pioneering the use of accessible music technology for over 25 years and have developed a wealth of innovative and imaginative approaches to teaching, learning and making music.

We collaborate with people of all ages to remove disabling barriers to music-making. Working with a diverse and vibrant community of musicians, technologists, makers, producers and managers, we provide a core of administration and management to ensure multiple programmes and projects are delivered effectively. We are a small, friendly team and foster a culture of openness and inclusivity. All our work is underpinned by the Social Model of Disability. We are a National Portfolio Organisation for Arts Council England and a Youth Music Fund C grant holder.

What we do

Central to our work is the belief that everyone can fulfil their creative and musical potential, given the right opportunities. We work where music, disability and technology meet to:

- create opportunities and instruments that make music fully accessible,
- increase participation in music-making at all levels, and
- build an inclusive musical culture where disabled and non-disabled musicians work together as equals.

We deliver our activities across four inter-connecting programme strands:

- Arts & Collaboration
- Research & Development
- Learning & Participation
- Training & Consultancy

You can find out more from our website <http://www.drakemusic.org>.

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About our Commitment to Equality

Drake Music is an Equal Opportunities employer. We are committed to equality and inclusivity across our work and organisation. We are specifically welcoming of Disabled applicants and will make any reasonable adjustments required for any part of the recruitment process, and to support you in the role. Please contact our London office if you would like to discuss this. All Disabled candidates who meet the essential criteria will be invited to interview. In addition, we are especially welcoming of other under-represented groups including BME and LGBTQ+ people.

2. INTRODUCTION TO THE ROLE

We are excited to open applications for the role of Musical Inclusion Practitioner & Manager (full time, part time or job-share). This is an entirely new role, created in response to the evolving needs of our organisation and the communities we collaborate with.

Working both as a music leader and project manager, across a range of Drake Music's Learning & Participation and Training initiatives, the postholder will champion inclusive practice and lead on/contribute to discussions and debates in the field of musical inclusion.

Passionate about all kinds of music and the potential of technology to remove disabling barriers to musical participation, the Musical Inclusion Practitioner & Manager will be a key member of the DM team. Working closely with various stakeholders, they will advocate for true equality, diversity and inclusive practice, sharing key messages widely and leading from the front across the music education and community music sectors. They will also exemplify inclusive practice by delivering accessible music sessions in a range of settings.

The postholder will have the opportunity to develop, shape and deliver fully accessible, engaging music-making initiatives in different settings across England, working with a diverse range of participants.

As part of their role they will also play a key role in the delivery of our Youth Music-funded, four-year strategic programme 'Think22' to achieve greater inclusion, equality and diversity in music education, collaborating with young Disabled people and Music Education Hubs to develop youth voice & youth leadership opportunities.

The ideal candidate is someone with great people, musical and organisational skills, a self-starter who thrives in a friendly small-team environment and is passionate about removing disabling barriers to music-making. Ours is a unique organisation and we can adapt this role to suit different skills, abilities and access requirements. We would be happy to consider applications for a full-time or a 4-day week position and could also accommodate a job share. The role is

3. JOB DESCRIPTION

Title of Post	Musical Inclusion Practitioner & Manager
Salary	£31,000 (pro rata)
Annual Leave Entitlement	28 days per annum (pro rata)
Pension	3% employee contribution matched by employer
Working Pattern	Could be 4 or 5 days per week, we will also consider a job-share.
Duration	This position is for one year in the first instance, renewable annually, subject to continuation of funding.
Location	<ol style="list-style-type: none">1) <i>If work undertaken by one postholder:</i> London-based with regular travel and work in other parts of the country OR2) <i>In case of job-share:</i> one Practitioner & Manager to be London-based with regular travel and work in other parts of the country - one Practitioner & Manager could be based elsewhere in England, with regular travel and work in other parts of the country
Reporting to	Programme Delivery Manager
Other Key Relationships	<ul style="list-style-type: none">• Think 22 Programme Leader• Associate Musicians/Trainers/Project Managers• Programme Coordinators• Head of Operations & Finance• Marketing Associate
Role Summary	Working both as a music leader and project manager across a diverse range of Drake Music's Learning & Participation and Training initiatives, the Musical Inclusion Practitioner & Manager will champion inclusive practice and lead on/contribute to discussions and debates in the field of musical inclusion.

Main Responsibilities

Design, lead and deliver participatory, inclusive music sessions to a high standard, at different locations in England.

Develop and manage community and education projects, events, workshops and other activities.

Plan, oversee and deliver TeachMeets, CPD and training sessions for music education professionals and community music practitioners who work with Disabled people.

Work closely with the DM team to advocate for true equality, diversity and inclusive practice, sharing key messages widely across the music education and community music sectors.

In collaboration with the Programme Delivery Manager and Think22 Programme Leader, develop and facilitate practice-sharing opportunities and CPD for the DM Associate Delivery Team.

Lead and advise on key strategic, policy and practice matters relating to inclusive music education and lifelong-learning, both internally and externally.

Actively lead on and contribute to internal and external discussions, debates and learning opportunities – both on and off-line.

Contribute to and support the implementation of a quality assurance framework for our Learning & Participation activities.

Represent DM at relevant national and regional meetings, conferences and events.

Provide marketing and publicity support and content, working alongside the Marketing Associate.

NB: This is not an exhaustive list and is subject to development of a work plan with the successful candidate.

General Duties

To comply with all company policies and procedures as laid out in the Employee Handbook at all times.

4. PERSON SPECIFICATION

Applicants for this post should demonstrate how their skills and experience meet the following Person Specification (E = essential, D = desirable).

Excellent track record working in community & education settings, both as a music leader and project manager.	E
Passionate about all kinds of music and the potential of technology to remove disabling barriers to musical participation.	E
Knowledge and understanding of the role of Music Education Hubs in the wider music education landscape.	E
Experience of supporting and managing freelance practitioners.	D
Experience of working successfully with artists, project teams and partner organisations.	E
Experience of delivery in classroom and community settings using technology creatively and imaginatively to remove disabling barriers to music-making, working with people of all ages and musical abilities.	D
Classroom teaching experience.	D
In-depth understanding of the music education policy landscape.	D
Evidence of a commitment to campaigning and advocating for a barrier-free society and for music as a human right.	D
Ability to develop and maintain effective, positive working relationships with other members of the team, the wider DM community including musicians of all ages, and partner organisations.	E
Ability to find innovative ways of solving or pre-empting problems.	E
Able to produce work accurately and to a consistently high standard, working well under pressure, prioritising workflow independently and showing initiative.	E
Excellent teamworking, interpersonal & communication skills.	E
Able to work in a changing environment and respond flexibly to changing needs and demands.	E
Willingness to travel and work in different parts of the country, including occasional overnight stays.	E

5. APPLICATION PROCESS

Please send a covering letter (no more than 3 pages of A4), CV and completed Equal Opportunities monitoring form (see next section) by email to info@drakemusic.org by the deadline below. We are happy to receive applications in different formats, including audio and video recordings (no longer than 10 minutes).

Please ensure that your application clearly addresses the essential and desirable requirements for the role, as detailed in the person specification in the application pack.

Please also indicate whether you are applying for:

- a) Musical Inclusion Practitioner & Manager (F/T); or
- b) Musical Inclusion Practitioner & Manager (P/T 4 days per week)
- c) Musical Inclusion Practitioner & Manager job share – split as 2/3 days or 2.5/2.5 days per week

If you would like an informal conversation about this role, please email us at info@drakemusic.org to arrange a suitable date/time.

Application Deadline: 19 September 2018 (midnight)

First-stage Interviews: 3 October 2018



6. EQUAL OPPORTUNITIES FORM

CONFIDENTIAL

In accordance with our policy on equal opportunities in employment, Drake Music will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form and send it to us with your application. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

Post title:	
Location:	
Full name:	
1. Gender:	
2. Age:	
3. Marital status:	MARRIED / SINGLE / OTHER
How would you describe your status if you have circled other?	



4. Do you have responsibility for dependants? (Dependants relates to children, or elderly people or other persons for whom you are the main carer.) YES / NO

5. Do you identify as disabled? YES / NO

6. Can you tell us a little about any disabling barriers you may face?

7. Nationality:

8. Race/Ethnicity:

9. Where did you see this post advertised?

Data protection: Information from this application may be processed for purposes registered by Drake Music under General Data Protection Regulations.

I hereby give my consent to Drake Music processing the data supplied in this form for the purpose of recruitment and selection.

Applicant's
signature:

Date: