

Leaders in music, disability & technology



General Manager

Application Pack 2019



Terms of Employment

Job title: General Manager

Job purpose: Managing a busy office and contributing to the smooth running of the organisation and its projects and programmes

Salary: £30k - £35k pro rata, depending on experience

Contract length: Permanent

Annual Leave: 28 days per annum (pro rata) plus public and bank holidays

Pension: 5% employee contribution with 3 % employer contribution

Working pattern: 28 hours per week over 4 days OR 30 hours per week over 5 days. Job share option available at 15 hours per week.

Location: DM London office with some local and national travel

Reporting to: Chief Executive

Responsible for: Administrator

Introduction to the Role

We are excited to open applications for the General Manager position. This role can be worked over 4 or 5 days per week and we are happy to consider applications for a job share. We are particularly welcoming of applications from people with lived experience of disability.

The role encompasses a wide range of responsibilities, as you would expect working in a small, thriving organisation. This includes making sure the office is running smoothly, taking responsibility for projects, tasks and activities delegated by the CEO, managing administrative processes efficiently and maintaining excellent relationships with all our stakeholders.

We are looking for someone who loves working with other people, likes being busy, enjoys organising and getting things sorted. You will relish the opportunity to take responsibility and initiate action if there is a problem to be solved, an opportunity to improve or to develop something new.

You will line-manage and work closely with the Administrator and report to the Chief Executive. Other key relationships include the Programme Delivery Manager, Development Manager, Associate Finance Manager and Drake Music's Trustees.

About Us

At Drake Music we are leaders in music, disability and technology. We are innovators, educators, curators and advocates. We believe everyone has the right to express themselves creatively through music and we use new technologies and ideas to open up access to music for all.

Our vision is a world where Disabled people have the same range of opportunities as their non-disabled peers, and a culture of music-making where Disabled and non-disabled musicians participate, collaborate, create and perform as equals.

We make innovative and imaginative use of technology to remove disabling barriers across 3 key areas:

- **Learning, Participation & Training** – We deliver workshops in schools, train teachers, advocate for inclusive practice and work strategically with music hubs and educators to develop the sector as a whole.
- **Arts & Collaborations** - We support Disabled musicians to develop their creative practice and careers via commissions, masterclasses and performance opportunities. We also offer a range of participatory music-making opportunities.
- **Research & Development** – Working with communities of Disabled musicians, makers and technologists, we imagine, design and build new accessible instruments.

We are a home for new ways of thinking about music, musical instruments and technology, performance, teaching and practice. As such we support and test new ideas, learn from other people and organisations and are prepared to take risks and learn from failure, as well as success.

Three principles inform our thinking and our practice:

- We are always learning, and always sharing what we learn.
- Disabled musicians are at the heart of what we do.
- Our work is underpinned by the Social Model of Disability.

Drake Music is an Arts Council England National Portfolio Organisation (NPO) - we are also part of Youth Music's Alliance for a Musically Inclusive England (AMIE).

We are a national organisation working across England, managing and delivering our programmes and projects from bases in Manchester, London and Bristol. We regularly work in partnership with local and regional organisations across the arts, education and tech sectors.

Our Commitment to Equality

Drake Music is an Equal Opportunities, Disability Confident and Living Wage employer. We are a team of Disabled and non-disabled people working together to advocate for and achieve quality, equality and meaningful inclusion in music-making.

We are committed to employing Disabled people, and people with health conditions or impairments, and this means we:

- actively look to attract, recruit and retain Disabled people
- aim to provide a fully inclusive and accessible recruitment process
- offer an interview to Disabled applicants who meet the minimum criteria for the job
- are flexible with assessments so everyone has the best possible opportunity to demonstrate that they can do the job
- make reasonable adjustments as required in both recruitment and in the role

All Disabled applicants who meet the essential criteria in the Person Specification will be invited to interview.

In addition, we are especially welcoming of other under-represented groups, including Black, Asian and minority ethnic people and LGBTQ+ people.

See the final page for info on how to apply and the support available during the application process.

Job Description

Operations & Administration

- Together with the Administrator, manage a small and busy office
- Foster a welcoming, inclusive and supportive working environment, both physical and virtual - dealing with phone, face-to-face and email enquiries in a polite and timely manner
- Ensure that all office systems and processes are effective and efficient, aligned to the operational needs of the charity
- Ensure IT requirements are identified and implemented as agreed, working closely with our IT consultant
- Ensure that all office and project equipment is maintained and serviced as required
- Take a lead role in ensuring that the working environment is compliant with Health & Safety standards and undertake regular risk assessments and H&S audits
- Ensure Drake Music complies with company policies relating to equality of opportunity and diversity
- Order equipment, book travel & accommodation, schedule meetings, etc for staff and associates on days when the administrator is not in the office
- Support the Development Manager with aspects of fundraising administration and reporting as and when required
- Support the Marketing & Comms Associate with website maintenance, project marketing and documentation as and when required

Human Resource Management

- Work with the CEO and external advisor/s to manage the company's Human Resources
- Line-manage the Administrator
- Oversee management of volunteers and interns and be responsible for staff inductions
- Manage and maintain accurate and confidential personnel records for all employees and associates
- Ensure all payroll staff and associates are issued with relevant contracts, agreements and are DBS checked
- Be the main point of contact for Access to Work enquiries and provide Access to Work support with any or all aspects of the application process where required
- Schedule and organise annual Team Days, in conjunction with the CEO and Administrator
- Take the lead on documenting, reviewing and updating company policies and procedures and communicating these to the team

Governance

- Schedule, coordinate and minute quarterly and special Board Meetings
- Schedule and coordinate Board Away Days
- Produce the narrative for the Annual Report & Accounts in collaboration with the CEO and the wider team
- Oversee the Company Risk Register, providing updated reports as required

General & Project Management

- Ensure accurate and timely Arts Council England reporting including completion of the Annual Submission, Equality & Environmental Reporting, in consultation with the CEO
- Oversee the recording and internal sharing of all project activity, stats and evaluation, working closely with the programme managers
- Attend DM events on a regular basis and, where applicable, take responsibility for aspects of event management (for example social media, front of house, catering, welcoming guests)
- Coordinate logistics in respect of any international events/residencies, supporting the CEO and Programme Leaders where appropriate
- Act as DM's data controller, overseeing data processing in accordance with GDPR and Data Protection legislation

This job description is not exhaustive; the post holder may therefore be required to undertake other duties which are broadly in line with the above key responsibilities.

Person Specification

Below are some of the skills, qualities and experience that will be important to this role:

Essential

- Deep commitment to Disability Equality and Social Justice
- Passionate about music, the arts and inclusion
- Team-player, with an open-minded, flexible and supportive approach
- Excited about being part of a diverse, creative team and committed to fostering a culture of openness and collaboration, and nurturing a positive working environment
- Excellent communication and interpersonal skills
- Strong organisational and administrative skills
- Project and/or General Management experience (or can demonstrate transferable skills/experience)
- Meticulous attention to detail and able to work to tight deadlines
- Ability to self-motivate and prioritise a diverse and often demanding workload

Desirable

- Awareness and understanding of the Social Model of Disability
- HR and line management experience
- Highly IT proficient and familiar with Microsoft Office products
- Understanding of the workings of a small charity/ arts organisation

Application Process

Please send a covering letter, CV and Equal Opportunities monitoring form by email to info@drakemusic.org.

Deadline: 9am, Tuesday 7th May 2019. Applications received after this time will not be considered.

Please ensure that your covering letter clearly addresses the essential and desirable requirements as detailed in the person specification and is no more than 2 A4 pages.

In your covering letter, please indicate whether you are applying for:

- a) 30 hours: 5 days p/w
- b) Job share: 15 hours p/w
- c) 28 hours: 4 days p/w

Interviews will take place at our London office on Thursday 16th May 2019. Our office is wheelchair accessible.

Support & Access

If you would like to have an informal conversation before applying, please contact Carien Meijer, our Chief Executive.

If you would like to discuss any adjustments which would support you in applying/ carrying out the role, please contact Jenny Nash, our Administrator.

Contact our office on 020 7739 5444 or email info@drakemusic.org.