



## Job Description

**Job Title:** Project Officer

**Department:** Guildhall School of Music & Drama, Music Education Islington

**Grade:** C

**Location:** Guildhall School of Music & Drama

**Responsible to:** Music Education Islington Manager

**Responsible for:** n/a

### **Appointed Candidates Signature:**

*Please sign and date here upon receiving your offer of employment*

**I confirm I have read the Job Description below:**

Full Name: .....

Signature ..... Date: .....

### **Purpose of Post**

The Islington Music Project Officer will provide expert administrative and project management support for the Guildhall School of Music & Drama, the lead delivery organisation for Music Education Islington.

Key responsibilities include project manage and organise all out of MEI school activities and provision – regular such as MEI Music Centres and one-offs – communicate between parents/carers, schools, tutors and stakeholders, monitor contracted hours, oversight of instrument stock, reporting on project performances and outcomes, collating performance data, responding to requests for information and assisting with general office duties.

### **Main Duties & Responsibilities**

1. To lead on the operational planning and administration of out of school programmes as well as one-off projects, such as holiday courses, conference and workshop days led by Guildhall School as lead organisation of Music Education Islington.
2. Conduct risk assessments for all relevant activities.
3. Support the establishment and maintenance of clear contractual relationships with providers delivering elements of MEI's funded programme, e.g. self-employed tutors, casual staff. Actively participate in commissioning services and monitor delivery to ensure projects meet all of their contracted outcomes.
4. To lead on maintaining an accurate inventory of all MEI instruments, including trading loans, repairs, purchases etc.

5. Maintain the administrative processes and information systems, such as Eepos and Monday.com to support MEI's delivery. Maintain electronic systems to accurately record MEI's activities, facilitate MEI's development, and fulfil audit requirements. Run regular reports from systems to check progress against outcomes and to monitor contractors' performance against targets and milestones.
6. Undertake monitoring and performance reviews of projects, services and contracts, in particular compiling audit and evidence trails for MEI outputs and achievements, financial information and information on project beneficiaries, in order to support the MEI team to evaluate the effectiveness of MEI activities and in the preparation of reports to partners and funders. Be aware of the sensibility of client data and handle confidential information appropriately.
7. Assess requests for payment and check invoices against supporting evidence prior to authorisation, e.g. tutors' hours worked. Support the Office Manager to process financial payments.
8. Acquire a detailed understanding of sector/theme specific areas of work, including music education and progression, related cultural events and relevant funding streams in these areas. Use this knowledge to play an influential role in project planning and delivery and support fundraising initiatives to sustain the work of MEI.
9. Familiarise yourself with relevant administration and information technology systems including reporting functions in the most efficient and effective manner, as well as review, improve and update all systems. Run regular reports from systems to check progress against outcomes and to monitor contractor's performance against targets and milestones, compliance with the Data Protection Act and other legislation.
10. Acquire an understanding of Guildhall School and MEI's Safeguarding and Child Protection Policy and other relevant policies and develop through regular training the competence to assess compliance from partners.
11. Acquire an understanding of child-focused activities, trauma-informed practice and support the development of relevant training opportunities.
12. Support other Guildhall School led projects when required, for example the London NOYO Ensemble.
13. Requirement to undertake first aid training and provide first aid where necessary, following accident reporting procedures as applicable.
14. Provide support for communication and marketing initiatives, researching and preparing appropriate project material for newsletters, MEI publications, press releases, internet pages, and online platforms. Ensure that consent forms are in place for schools, parents/carers and members of the public where necessary.
15. To attend meetings and events outside normal working hours as required.



16. Respond professionally to telephone calls, e-mails and correspondence, dealing personally with straightforward requests for information and seeking advice from colleagues in order to resolve more complex enquiries.
17. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
18. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
19. To undertake any other duties that may reasonably be requested appropriate to the grade
20. Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

## Person Specification

**Job Title:** Project Officer

**Department:** Guildhall School of Music & Drama, Music Education Islington

**Grade:** C

**Trent Position number:** N/A

**DBS Criterion:** Enhanced DBS

**Security Vetting Criterion:** No security vetting is required

**Politically Restricted Post Criterion:** This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

### Professional Qualifications / Relevant Education & Training

1. BA/BMusic in Music, Community Arts, Music Education, Arts Administration or equivalent practical experience in community music/arts settings

### Experience Required

1. Minimum 2-3 years of experience of working in an arts or educational administration role. (A, I)
2. Experience of working with young people in a creative artistic or teaching environment preferably in music. (A, I)
3. The ability to work to tight deadlines and maintain a calm, ordered approach. (A, I)
4. Experience of working independently under pressure in a multi-task environment as well as part of a dynamic and supportive team is essential. (A, I, T)
5. Highly developed interpersonal, negotiating and organisational skills are vital, along with meticulous attention to detail. (A, I)
6. Effective and dynamic team player with good interpersonal skills. (I)
7. Able to develop and sustain relationships with Guildhall School colleagues and students. (I)
8. Experience of dealing with conflict with a calm solution-focussed approach. (I)

### Technical Skills & Knowledge

- Ability to display an active interest and knowledge of music education and Music Hubs. (A, I)
- Track record of excellent project planning skills of multiple projects at the same time (A, I, T)

- Excellent understanding of child-focused activities and environments (A, I, T)
- Excellent interpersonal skills with a strong ability to build effective relationships with staff, parents and students of all ages. (A, I)
- Excellent written and oral communication skills, with the ability to communicate information clearly and accurately to both colleagues and parents. (A, I, T)
- The candidate should be industrious and hard working and display a high degree of computer proficiency (including Word, Excel, and web-based administrative and project planning tools). (A, I, T)
- Educated to degree level or other appropriate experiences, such as in music, an artistic discipline or education. (A)
- Experience of working in a similar environment with young musical students and parents. (A, I)

**Other Relevant Information**  
**(e.g. working hours if applicable)**

- First aid trained
- Enhanced DBS
- Safeguarding training
- Experience of working in a music education or arts organisation (A)
- Knowledge of music centre or community music operations (A)
- Experience or interest in supporting young people's access to the arts (A)
- Ability to work flexibly in a changing environment (A)
- Experience to contribute to marketing or communications activities, including social media and newsletters (A, T)
- Enthusiastic and positive attitude towards public service and education (A, I)
- Willingness to undertake training as required (A, I)
- Ability to work evenings or weekends for events (I)
- Commitment to safeguarding, equality of opportunities and high standards of public service (A, I)

**Recruitment – Note to Applicants**

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Contract**

The position is offered on a permanent basis.

## **Salary**

The salary range for this job is £36,900 - £40,850 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Hours of Work**

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



## **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

## **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

## **Notice Period**

One month by either party after satisfactory completion of probationary period.

## **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

## **City Benefits**

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

## **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation



### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.