

Job Description

Job Title	Programme Director
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Starting Salary	£42,000 (FTE) Part Time (0.6) ASONE Hub
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Location	Hybrid - Remote (Home) & ASONE Hub Redruth TR15 1SS
Contractual Status of Role	Fixed term up to September 2024, (tender for onward funding occurring in November 2023). (Interim from 1/7/2023)
Reporting to	ASONE has a decentralised system of working and colleagues report to and with each other and are expected to contribute towards continuous improvement. For HR purposes: Director on the Board.
Direct Reports	Programme Administrator, Contracts/ Office Administrator, Community Engagement Administrator, Warehouse & Instrument Manager, Event Production Lead, Event Front of House Lead. Providing quarterly updates and reporting to the ASONE Hub SAG and ASONE Perform CIC Board.

Job Purpose	To oversee the strategic delivery of the ASONE Hub including, setting the vision and direction (as described in the National Plan for Music), effective management of projects, delivery of Department of Education (DoE) through the Arts Council England (ACE) agenda by developing links with key stakeholders and partners. Ensuring integrity and coherence across ASONE Hub activities and maximising the delivery and accessibility of Music Education to Young people in Cornwall. Contribute to data capture for statutory reporting.
Main Responsibilities	<p>Financial Management - Oversee budget setting and monitoring; ensure resourcing and delivery meets appropriate level of quality, on time and on budget; ensure accurate and timely financial reporting.</p> <p>Fundraising - Develop fundraising and income generation strategies with KPI targets; write and compile funding applications, tenders, bids.</p> <p>Relationship Management - Manage constructive and collegiate communications with key stakeholders and partners; join-up music with local/national cultural agendas.</p> <p>Risk Management - Plan and design a programme risk management procedure and proactively monitor progress, resolve issues and initiate appropriate corrective action.</p>

	<p>Quality Assurance - Focus inwardly on the internal consistency of the programme, and outwardly on its coherence with infrastructure planning, interfaces with other programmes and with technical innovation; oversee Quality Assurance framework.</p> <p>Reporting - Ensure the ASONE Hub meets the three aims and five strategic functions as set out by ACE under the funding agreement and deliver reports, accordingly, oversee and monitor ASONE Hub delivery against agreed Activity Plan, KPIs and smart targets.</p> <p>Establish and maintain Strategic relationships with consortium members and other agencies to include ACE, DfE, Music Mark and Music for Youth and others as the role demands.</p> <p>Prepare quarterly project reporting to ASONE Directors and stakeholders as required.</p> <p>Innovation - Agree new opportunities for partnerships, projects and funding, remain informed of relevant technical innovations.</p> <p>To act as the ASONE Hub's Designated Safeguarding Lead.</p> <p>To maintain focus, enthusiasm and momentum within the team; oversee CPD and training, set KPI targets, tasks and timelines and facilitate appointment of individuals to projects.</p> <p>To provide direction and support to the Programme Administrator.</p> <p>To positively contribute to the decentralised system of team working; be collegiate, respectful and kind.</p> <p>To attend ASONE Hub events when appropriate.</p>
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Person Specification	<p>Essential Effective leadership, interpersonal and communication skills.</p> <p>Essential: to be trained in Child protection. If this is not in place the postholder will receive such training.</p> <p>The ability to command respect and to create a sense of community amongst the members of the project teams.</p> <p>Good knowledge of techniques for planning, monitoring and controlling programmes.</p> <p>Good knowledge of financial management, budgeting and resource allocation procedures.</p> <p>Sufficient seniority and credibility to advise project teams.</p> <p>The ability to find ways of solving or pre-empting problems.</p>
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	<p>Demonstrable success at fundraising.</p> <p>Strong familiarity and comfort with technology in general, and a desire to remain informed of current trends and improvements.</p> <p>Satisfactory Enhanced DBS check.</p>
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Additional Circumstances	The role may involve occasional travel, including overnight stays.
Notes	<p>Area and Project leads are responsible for directly purchasing resources as required, supported by annual allocated budgets prepared by the Contracts/ Office Administrator.</p> <p>The role description is not intended to be an exhaustive list in every respect, but rather to clearly define the fundamental purpose, responsibilities, and dimensions for the role. Therefore, this role description does not describe any individual role holder.</p> <p>In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated within business planning and change management.</p>