



VACANCY: Head of Creative Learning & Engagement

RESPONSIBLE TO:	CEO
RESPONSIBLE FOR:	Creative Learning & Engagement Assistant
LOCATION:	University of Leeds, with options for flexible working
FULL OR PART TIME:	Full time
SALARY:	From £35,000
APPLICATIONS BY:	12am, Sunday 31st July
INTERVIEWS:	Early August
ONBOARDING DATE:	From September 2022

JOB PURPOSE

Leadership, strategic development and delivery of the Leeds International Piano Competition's Creative Learning & Engagement Programmes.

We are looking for a creative and collaborative individual to lead and shape inspirational programmes in our schools, city and online. You will become a key member of our senior management team, contributing to the development of our organisational strategy. You will have the chance to collaborate with industry-leading partners and our family of artists, which includes some of the greatest pianists in the world, building on the legacy of our co-founder, world-renowned teacher and pedagogue, Dame Fanny Waterman

You will be evangelistic about the power of music to make a positive difference in peoples' lives, and you can recognise best practice in educational and community programming. You are effective at measuring and communicating impact and this makes you a passionate advocate for art and therefore an effective fundraiser. You will be a confident project manager and be able to operate a set of relationships at a global, national and local level.

You will be an innovative and dynamic thinker with a wide knowledge of arts-based community, education and digital programming. Experienced in the design and delivery of creative learning and engagement work, you will help us to broaden access to the world of the piano by developing a long-term programme strategy that has inclusivity at its heart.

You understand the benefits of collaboration and reciprocity in partnerships and will build networks across our home city of Leeds as well as across the UK and around the globe. You will develop fundraising approaches for trusts & foundations, the public sector and other sources to support these programmes. You will design and implement ways to capture our impact and will coordinate a volunteering programme to support our triennial Competition.

As a multi-competency individual with proven abilities in all major aspects of this job description, you are also committed to innovation in your field and the personal development of yourself and others.

MAIN AREAS OF RESPONSIBILITY

Programme

- Lead on the management of key programmes and projects, including:
 - The Leeds Piano Trail - Collaborating with artistic, community, and business partners to curate monthly events and a triennial 3-week festival
 - Schools Creative Learning Programme - Developing a pathway for learning through the piano for schools, commissioning new work and designing a suite of digital learning resources
- Broker and manage strategic partnerships with education, culture, community and public sector organisations
- Work alongside the Production Director to establish programme delivery plans and support relevant staff to deliver them
- Work alongside the Communications and Marketing team to ensure we set appropriate audience development targets and meet them
- Ensure the highest standards of compliance, with regard to our Safeguarding, Equality, Diversity & Inclusion Policies, and contribute to their further development
- Maintain a close interest in national and international thinking and trends in communities and education

Fundraising

- Generate specified contributed income targets through funding applications and partnerships
- Responsible for the development and administration of funding applications for these programmes, with the support of the CEO & Fundraising Manager
- Contribute to the development of approaches for private giving, sponsorship and other stakeholders
- Contribute to the stewardship of relevant stakeholders

Management

- Play an active part as a member of the Senior Leadership Team in the delivery and development of the organisation's Business Plan
- Delivery of plans on time and to budget
- Develop our evaluation frameworks, working with other members of the Team and external specialists
- Generate reports and papers for Board of Trustees, funders and other stakeholders as required
- Oversee and nurture the work of the Learning & Engagement Assistant
- Design and coordinate volunteering programme to support activities in September 2024
- Work with the CEO to ensure that LIPC has an inclusive approach across all of its work

General

- Represent LIPC at networks, conferences and partnership events in Leeds, nationally and internationally.
- Commitment to equality, diversity and inclusion and applying this through

- this role
- Commitment to environmental sustainability and taking positive action through this role
 - Other duties as may be required

SUMMARY OF TERMS

CONTRACT:	To commence September 2022
PROBATION:	There will be a 6-month probationary period
NOTICE PERIOD:	3 months
SALARY:	From £35,000
PENSION:	People's Pension Scheme
HOLIDAYS:	25 days, plus statutory Bank Holidays
WORKING HOURS:	This role offers flexible working and may entail some weekend and evening commitments.

APPLICATION

1. **APPLICATION LETTER** – please send a letter outlining your suitability for the role with relevant examples of how you meet the Person Specification.
2. **CURRICULUM VITAE** – please provide your C.V. including 2 references.
3. **SUPPORTING EVIDENCE** - applicants are welcome to provide links to any examples of their work which illustrate how they meet the criteria.
4. **INTERVIEW** – shortlisted applicants will be invited to attend an interview in Leeds and will be asked to present a set task. Virtual interviews can also be arranged.

As an equal opportunities employer, we welcome applicants from all sections of the community regardless of age, sex, gender (or gender identity), ethnicity, disability, sexual orientation and transgender status. All appointments are made on merit.

Enquiries are welcomed and applications should be sent to Jenny Holmes, Finance & Administration Director, by 12am on Sunday 31st July 2022: jenny.holmes@leedspiano.com

PERSON SPECIFICATION

Head of Creative Learning & Engagement

Criteria	Essential/ Desirable	Application Letter/ Interview/ Supporting Evidence/ C.V.
Demonstrate an enthusiasm for our mission and appropriate rationale for undertaking this role	Essential	Application Letter/ Interview
Confident leader and collaborator	Essential	Application Letter/ Interview
Demonstrate a flair for new ideas	Essential	Application Letter/ Interview
Commitment to personal development and the progression of others	Essential	Application Letter/ Interview
At least 3 years experience of delivering high quality programmes in a similar role	Essential	Application Letter/ C.V./ Supporting Evidence
Ability to manage time, budgets and staff effectively, including in pressurised environments	Essential	Application Letter/ Interview
Experience of creating digital and/or learning resources	Essential	Application Letter/ Interview/ Supporting Evidence
Experience of programming innovative public engagement events and activities	Essential	Application Letter/ Supporting Evidence/ Interview
Demonstrable fundraising and partnership development experience	Essential	Application Letter/ Supporting Evidence/ Interview
Experience of monitoring and impact evaluation, including an understanding of audience development	Essential	Application Letter/ Supporting Evidence/ Interview
Experience of working with schools, higher education, community and cultural partners	Essential	Application Letter/ Supporting Evidence/ Interview
Experience of enabling under-represented groups to access and participate cultural and creative activity	Desirable	Application Letter/ Interview
Experience of designing and managing a volunteer programme	Desirable	Application Letter/ Interview
Experience of producing multi-site and multi-disciplinary events and activities, eg. Festivals	Desirable	Application Letter/ Interview

We encourage applications from candidates who meet most of the 'Essential' attributes and can demonstrate a strong rationale for applying for this role.

ABOUT THE LEEDS

The Leeds International Piano Competition is one of the world's greatest music events and is celebrated by pianists and audiences around the globe. We are proud to discover, launch and champion the finest young pianists and to nurture young talent across all areas of our work.

We are passionate about the power of the piano to enrich people's lives and our mission encompasses a lifelong pathway of learning and engagement for all. We make aspirational international programmes which have young people at their heart and use digital technologies to innovate artistically and extend our reach.

Our engagement programmes include The Leeds Piano Trail, a set of public pianos and sculptures through which we develop creative partnerships with communities and artists to enliven our streets with music. Working in collaboration with our Key Schools, pianists and partners, our learning programme is expanding from early years to adulthood to increase access, opportunity, participation and progression for educational and musical development through the piano.

In 2022-24 we are placing a particular focus on extending our learning and engagement programmes and developing our use of digital technology in all our activities. We believe this is essential to fulfil our mission and increase our visibility, reach, impact, efficiency and sustainability. We are very excited to bring new expertise and experience into our Team and Trustee Board to take this vision forward.

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