



Learning & Engagement Project Manager (Fixed Term)

Job description

Job Title:	Learning & Engagement Project Manager (Fixed Term)
Reports to:	Head of Learning & Engagement and Director of Learning & Engagement
Supervises:	N/A
Salary:	£25k-£27k, dependent upon skills and experience
Contract:	12-month fixed term contract (full-time), with possible extension

RSNO Overview

The RSNO is Scotland's national symphony orchestra and one of the five National Performing Companies, supported by the Scottish Government. The RSNO is a symbol of Scottish cultural excellence. Established in 1891, it continues to deliver the highest quality musical experience and enjoyment throughout Scotland, which has been shared by generations.

Learning & Engagement Community Programmes

Everyone deserves a musical experience that suits their needs and the RSNO has a commitment to serve the people of Scotland through orchestral and choral music. We believe that experiencing inspirational live music events, and being involved in creative projects, are essential to maintaining a well-balanced lifestyle and are central to enabling audiences and participants to feel connected to society.

Main Purpose

Working closely with the Director of Learning & Engagement and the Head of Learning & Engagement, the Project Manager will help the RSNO to reach more people and enable the organisation to deliver its strategic objectives and future vision. You will have experience of working in programme administration and events organisation, with a background in delivering outreach and engagement activities. Strong communication and organisational skills are required, along with a track record of building successful working relationships with a range of internal and external stakeholders, particularly with education institutions and community groups.

Principal Relationships

Internal	External
Musicians of the RSNO	Visiting artists, conductors and soloists
Music Director, Concerts and Artistic Team	Local authorities
Choruses and Chorus Directors	Educational institutions
Chief Executive	Partners and providers
Staff of the RSNO	Community groups
Volunteers	Project participants and key stakeholders

Key Responsibilities

1. Work with colleagues in planning and operations to schedule, deliver and manage the operational aspects of Learning & Engagement initiatives where required.
2. Work towards a shared vision for the RSNO's outreach strategy to support the Chief Executive, the Director of Learning & Engagement, Senior Management Team, colleagues and musicians as part of the organisation's overall strategic planning process.
3. Undertake the necessary research and mapping to ensure that programmes for learning and social engagement are responding to national needs and complementing the work of other providers.
4. Increase diversification and innovation across audience demographics, extending the geographical reach of the Orchestra's activities through impactful planning and programming.
5. Under the guidance of senior colleagues, adhere to the agreed strategy for all of the RSNO's Learning & Engagement programmes.
6. Develop relationships with existing and potential partners to deliver RSNO Learning & Education partnerships across Scotland and abroad (specifically schools, nurseries, local authorities, healthcare providers and education institutes).
7. Work with the External Relations team, contributing to audience development initiatives, developing the national and international profile of the Orchestra's outreach initiatives.
8. Understand and maximise fundraising opportunities for the RSNO.
9. Work with the Director of Learning & Engagement to manage, control and monitor income and expenditure targets.
10. Maintain a robust approach in programming evaluation including gathering of quantitative and qualitative evidence (in collaboration with external parties where necessary) to inform government reports and fundraising documentation.
11. Support the management of communications with artists, musicians and volunteers engaged in Learning & Engagement activities and programmes.
12. Ensure that Learning & Engagement programmes reflect the RSNO's commitment to equal opportunities.
13. Ensure all appropriate safeguarding training is in place.
14. Undertake other relevant duties as required.

Person Specification

Essential Experience and Qualifications

1. Extensive project management experience, with a proven track record in devising, planning, delivering and reporting on learning, participation and engagement projects within the music sector and/or other artistic disciplines.
2. Experience of initiating, implementing and producing creative, educational or developmental strategies with diverse cultural communities and in a wide range of settings.
3. Excellent administrative ability with experience in managing and reporting on budgets and finance.
4. Excellent literacy skills with experience in drafting and proofing copy for web, press and social media usage.
5. Strong track record in brokering partnerships and joint working relationships with public and private external bodies, stakeholders and other partner organisations.
6. Knowledge of evolving local and national policies for education and healthcare.
7. Proven ability to lead and work within a team.

Knowledge, Skills and Competencies

1. Ability to plan and prioritise and to work effectively under pressure and to tight deadlines.
2. Excellent organisational and administration skills.
3. Strong time management and prioritisation skills.
4. Excellent communication and teamwork skills with the ability to communicate effectively with internal stakeholders (fundraising, marketing, planning) and external groups (artists, partners, project participants).
5. Meticulous attention to detail.
6. Excellent interpersonal and ambassadorial skills and an ability to engage in a credible way with partner organisations in Scotland, the UK and internationally.
7. Capacity to plan for the longer term and ensure delivery in the short term.
8. A creative approach informed by a sound knowledge of needs, challenges and opportunities.
9. Knowledge of, and a passion for, orchestral and choral music.
10. Ability to develop practical responses to emerging issues and implement action plans.
11. Negotiating skills, both in managing contracts and in building partnerships.

Application Process

Applicants should email a CV and covering letter, with two professional references to recruitment@rsno.org.uk for the attention of Nicola Shephard. Please send files as PDFs with the titles 'Your Name Cover Letter' and 'Your Name CV'. Please put 'RSNO L&E Project Manager' in the email subject line.

Pension:	Contributory pension scheme available
Location:	The job will be based at the RSNO Centre, 19 Killermont Street, Glasgow, G2 3NX
Hours of work:	Office hours are 9:00am to 5:00pm or 9:30am to 5:30pm but the post holder will be expected to work as the job requires, include evening and weekends.
Holidays:	25 days per annum, plus 13 public holidays.
Term:	Fixed-term 12-month contract (full-time), with a possible extension
Disclosure:	The candidate will be required to become a member of the PVG Scheme administered by Disclosure Scotland.

CLOSING DATE: Sunday 6 February 2022

INTERVIEWS: w/c 14 February 2022

APPROXIMATE START DATE: March 2022 – Notice dependent