**SISTEMA SCOTLAND**

**POST:** TemporaryOperations Manager – Big Noise Wester Hailes

**REPORTS TO:** Head of Centre – Big Noise Wester Hailes

**BASED:** Wester Hailes, Edinburgh

**DAYS OF WORK:** Regular hours of work will be Monday to Friday 9am to 5pm (with one hour unpaid lunch break) although there may be some occasional weekend and evening work

**TENURE:** This is a temporary post to cover a period of maternity leave.

**SUPPORT &**

**SUPERVISION:** Sistema Scotland believes that all staff should have regular protected time with their line manager (Support and Supervision) as well as the opportunity for an annual review to discuss performance, development and to set out annual goals (Performance and Development Review). These structures are in place to ensure that staff feel supported, equipped and confident in their roles. Staff will have Support and Supervision sessions every 3 to 4 weeks during their probationary period and every 8 weeks at all other times. The only exception to this is very part time staff (e.g. Support Workers and staff who only work 1 or 2 days a week), who will have Support and Supervision sessions once a term.

**SALARY SCALE** £32,246 - £37,023 per annum. New staff are appointed on the first point of the scale.

**LEAVE:** We offer the equivalent of 8 weeks paid holiday per year (pro rata for part time staff); 4 of these weeks are set when we operate shut down periods over Christmas and New Year, and the first 2 weeks of August. The other 4 weeks of the year staff can take in agreement with their line manager.

**PENSION:** After a 3 month probationary period, staff are auto enrolled into a contributory pension scheme where Sistema Scotland match employee’s contributions at 5%. Staff can choose to opt out of the scheme.

**RIGHT TO WORK:** We welcome applications from diverse musical and cultural backgrounds. We also welcome applications from all nationalities; however, we are unable to offer visa sponsorship for this role, so before you apply for this post please ensure that you have the right to work in the UK.  For more details on eligibility to work in the UK, please visit <https://www.gov.uk/check-uk-visa>. We will ask you to bring proof of your eligibility to work in the UK with you to interview.

**HOW TO APPLY:** See full details on page 7 of this document

**SISTEMA SCOTLAND INFORMATION**

Sistema Scotland delivers its work through the creation of Big Noise programmes within communities, and currently runs five programmes in Raploch in Stirling, Douglas in Dundee, Govanhill in Glasgow, Torry in Aberdeen, and Wester Hailes in Edinburgh.

At the heart of Sistema Scotland’s current strategy (2021/2022) is a commitment that our Big Noise programmes will support children, young people, families and communities in Scotland to sustain and improve their wellbeing, resilience and learning, and to strengthen networks throughout the Covid-19 pandemic and beyond by:

* targeting our long-term, immersive support in communities of greatest need and
* broadening impact by sharing resources and creating learning partnerships

Our Big Noise programmes work with children and young people from babies to school-leavers, using music and nurturing relationships to support children and young people to realise their potential as well as improving lives and strengthening the communities we work alongside. Working with the children and their families, the programme is focused on early intervention and stimulating generational social change, increasing confidence, aspiration, community cohesion, pride and developing high level skills in the young people involved.

For more information, please see our website:

[www.sistemascotland.org.uk](http://www.sistemascotland.org.uk)

[www.makeabignoise.org.uk](http://www.makeabignoise.org.uk)

**THE TEAM**

We currently employ approximately 170 staff across our five centres and Sistema Scotland’s central team. Each Big Noise Centre team consists of the following posts: Head of Centre, Operations Manager, Administrator(s), a team of Senior Musicians, Musicians and Support Workers, and a team of volunteers and cover musicians (freelance). Musicians work as part of a team, have scheduled time for planning lessons and access our curriculum of materials.

The Chief Executive Officer reports to a voluntary Board of Directors.

**1. PRINCIPAL AIM**

**1.1 To support the Head of Centre, and as part of the Big Noise Centre Senior Team, ensuring high quality procedures, processes and operational functions are embedded to maximise the success of the programme.**

**2. PRINCIPAL DUTIES**

*The following gives an indication of the duties and responsibilities that the post may involve. The exact nature of these duties and responsibilities will change over time and the post holder will be expected to work flexibly and carry out any work that is reasonably required and is appropriate to the role.*

2.1 Supporting the Head of Centre and, as part of the Big Noise Centre Senior Team, to ensure all management, operational and administration processes are embedded, effective and clear to all staff, cover musicians and volunteers.

2.2 Operational management of the Big Noise after school and holiday Programme; ensuring safety for everyone, and that all policies and procedures are being followed.

2.3 Management and supervision of the Big Noise Centre Administrator(s)

2.4 Leading on effective timetabling of all staff, cover musicians and volunteers, allocation of rooms, scheduling of private lessons etc within the programme (including after school, in school and holiday provision)

2.5 Leading on management of the Big Noise Centre office and delivery spaces.

2.6 As part of the senior team, overseeing the after school programme as required

2.7 As part of the senior team, deputising for the Big Noise Centre Child Protection Coordinator (Head of Centre) as required

2.8 Overseeing the signing children in and out of the after-school and holiday programmes, supporting any children out of sessions and monitoring the parents in and out of the building at after-school.

2.9 Lead Health and Safety Officer for the Big Noise Centre including the creation and review of risk assessments, supporting the health and safety rep, ensuring safety checks are up to date and part of ongoing processes and routines

2.10 Building and sustaining positive relationships with identified key local partners and acting as a champion for the programme.

2.11 Building and sustaining positive relationships with parents and community members, ensuring effective systems are in place to communicate regularly.

2.12 Leading on Project management for identified key events and concerts delivered by the Big Noise Centre; and supporting with the operational elements of all events (including ensuring adequate administrative support)

2.13 Overseeing the management and development of volunteer programme including recruitment, induction, yearly training plan, supervision and regular communication.

2.14 Supporting the Head of Centre to oversee identified budget areas for the Big Noise Centre

2.15 Overseeing and ensuring accurate salary Information for all the Big Noise Centre staff is collated and sent to Sistema Scotland team for processing.

2.16 Ensuring accurate information is collected and maintained for programme participants on the database, and keeping an oversight of the database for the Big Noise Centre

2.17 Ensuring asset registers and instrument inventories are accurately maintained

2.18 Ensuring support and implementation of evaluation frameworks and systems, including participation records and reporting, relating to the Big Noise Centre

2.19 Management and organisation of regular visitors to the programme

2.20 Attendance at and participation in identified in centre meetings (e.g. senior team meetings, whole team meetings) and cross centre meetings (e.g. peer meetings etc)

2.21 Providing reports on key operational areas (e.g. safeguarding/child protection, health and safety, volunteers etc) for Board meetings (and relevant Board committees)

2.22 Overseeing the processing of orders (instruments / merchandise / equipment)

2.23 Managing the annual leave process for staff in the Big Noise Centre

**3. All posts will meet the following requirements**

3.1 To contribute to the development of a professional working and learning environment in the organisation.

3.2 To contribute to the organisation’s understanding of diversity and its implications for the arts, education and community and to ensure this understanding informs all the organisation’s activities.

3.3 To ensure adherence to the organisation’s policies and procedures with particular reference to safeguarding/child protection, equality, diversity and health & safety.

3.4 To work in a flexible manner in line with the organisation’s social and corporate objectives and to be willing to undertake other duties as reasonably requested.

**Operations Manager – Big Noise Centre**

**PERSON SPECIFICATION**

## Knowledge AND QUALIFICATIONS

ESSENTIAL

* A relevant qualification at HNC or SVQ level 3 level (or equivalent) or above
* Understanding of the benefits that a social programme such as Big Noise can have

DESIRABLE

* Educated to degree level or equivalent
* Training or professional development in project management
* Training or professional development in people management
* Proven commitment to personal and professional development

## Experience

ESSENTIAL

* Proven project management experience
* Experience of organisational relationship management (internal and external)
* Experience of working within a challenging and high-pressure environment
* Experience of implementing and managing office and building systems and procedures
* Experience of working with communities and volunteers
* Experience of managing budgets
* Experience of database management

DESIRABLE

* Experience of working with children/young people
* Experience and a track record of success in general management and leading teams
* Experience of outreach work and delivery of community learning and development work
* Experience of working in areas of multiple deprivation
* Partnership working with local, national and international organisations.
* Experience of establishing and managing a volunteer programme

## SKILLS & ABILITIES

ESSENTIAL

* Excellent communication skills with children and adults.
* High level of IT skills, particularly MS Word and MS Excel
* Ability to build and sustain positive relationships with a variety of stake-holders
* Excellent organisational skills and ability to manage a high-pressure work load
* Proven track record of ability to work as part of a dynamic team
* A passion for music, and belief in the impact and transformative power it has for children and the wider community

**PERSONAL QUALITIES**

* Commitment and understanding of the social benefits of music and the Big Noise programme
* Socially motivated
* Can demonstrate a national perspective and awareness, whilst remaining community focused
* Belief in opportunities for all, and high expectations for all
* Passion and commitment to inclusive practice
* Strength of character and a sense of humour
* A belief in and determination for others to succeed

**OTHER QUALITIES**

* Ability to work flexibly, in the evenings and at weekends on occasion and as appropriate. Travel will be required occasionally between our other Big Noise centres.
* Commitment to the long term goals of the programme and team, the participants, and the communities they live in.

**HOW TO APPLY:**

To apply for this role you must complete our online application form at http://makeabignoise.org.uk/jobs/where you will also find the full job and person specification (no CVs please). As well as detailing your qualifications and work experience, you will also have the opportunity to explain why you are interested in working for Sistema Scotland and how you meet our requirements as detailed in the job/person specification.

On the application form we will also ask you to give us the names and contact details for two referees, one of these should be your current or most recent employer (please state if you would prefer us not to contact your current employer until you are provisionally offered the role).

**Closing date for applications is Friday 14th October 2022 at 10am.**

The selection process, which will includea panel interview and a competency task,and will be held in Wester Hailes, Edinburgh on Wednesday 19th October 2022. ***If you are not available on 19th October 2022, please do still apply and email us to advise of your availability.***

For any additional information please e-mail recruitment*@sistemascotland.org.uk* or telephone 07436 224565.

The successful applicant will be subject to PVG check although having a criminal record will not necessarily be a bar to working with Sistema Scotland.