**Learning and Participation Manager**

**Sinfonia Smith Square**

Sinfonia Smith Square is the exciting coming together of two much-loved and well-respected music organisations: the orchestra - Southbank Sinfonia, and the venue – St John’s Smith Square. Now one organisation, with a unified management structure, Sinfonia Smith Square is a dynamic beacon for classical music, located in its home at Smith Square Hall.

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

**Role overview**

Through a wide range of performances in many styles, Sinfonia Smith Square gives its players the opportunity to build their repertory and stamina. Complementing this, projects and activities each week of the programme enable them to develop a host of professional skills that will aid their progress as they set out to establish their careers.

The Learning and Participation Manager will work closely with the Orchestra Team and players and will be responsible for strategically developing our Learning and Participation work with schools and the local community. We are undertaking a refurbishment project to Smith Square Hall in 2027/28 and during this time the orchestra will be located in a local school as an orchestra in residence. It is important that we learn from this residency and grow our schools and community engagement so we develop vibrant and engaging community activities once back in the venue. This role will suit someone wanting to take the next step in their career and committed to our values of nurturing talent and trailblazing.

The Learning and Participation Manager will work alongside our Programme Manager and Orchestra and Projects Manager and reports to the Programme Director. They will also work closely with the venue staff, volunteers and other members of the staff team.

The post holder has the opportunity to play a central role in enabling a forward-facing young arts organisation to thrive. They can develop a wide range of skills, have a key voice in how the players develop their careers and take pride in helping young musicians to fulfil their potential through a distinctive array of outstanding family concerts and schools engagement programmes.

**Key responsibilities**

This role will lead on planning and delivering all Learning and Participation activity at Sinfonia Smith Square and will be required to:

* Plan and deliver a range of Learning and Participation projects, liaising with project partners and guest artists as necessary to create project plans and schedules, and work alongside the Orchestra Management team and other colleagues at Sinfonia Smith Square to make logistical arrangements as necessary
* Manage our existing Learning and Participation projects, including schools workshops, side-by-side concerts and Family Concerts, which are delivered through our Orchestral Fellowship Programme
* Produce our interactive, player-led Family Concerts, overseeing all aspects of the participatory, artistic, and logistical planning. Working closely with Sinfonia Smith Square colleagues to ensure an engaging, high quality experience for our family audiences and players.
* Work alongside the Programme Manager and Orchestra & Projects Manager to ensure Fellowship players receive thorough training, support and briefings ahead of projects, and that personnel are rotated and selected to ensure equal opportunities across the programme.
* Work alongside the Programme Director and CEO to develop and run further Learning & Participation projects as part of our wider programming, including during festivals and in collaboration with guest artists and other own promotion concerts, in line with our Learning and Participation Strategy.
* Work with our Storyteller and Activity Planner to support the development and delivery of our Activity Plan through the capital project and refurbishment of the building.
* Liaise and engage with partner organisations to identify opportunities for new partnerships, participants and projects, in line with our Learning and Participation Strategy
* Work closely with colleagues from the Development and Communications teams to ensure that projects are funded and promoted as necessary, assisting with funding applications and writing copy as needed.
* Collect monitoring and evaluation data for projects, including participant feedback, survey responses and attendance figures and data.
* Lead on Sinfonia Smith Square’s Safeguarding Policy, updating documentation, and providing training for players and other staff as necessary, ensuring all players and required staff have enhanced DBS checks, or undertake checks as necessary.
* Attend regular meetings with key colleagues to advance plans and ensure Learning and Participation sits at the heart of all activities.
* Assume other tasks within the scope and responsibility of the role as required from time-to-time by the Senior Management Team and CEO.

**Person Specification**

Sinfonia Smith Square is able to achieve all it does thanks to a dedicated, collaborative, hard-working team. This role may particularly suit someone who has taken their first steps in outreach engagement and is now looking for a role that will challenge them, granting them fresh experience and opportunities as part of a small team.

You should possess the following skills, attributes, experience and motivations:

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| --- | --- | --- |
|  | Essential | Desirable |
| **PERSONAL ATTRIBUTES** |  |  |
| Experience in performing arts administration, particularly relating to education and community and engagement, with outstanding organisational skills, and experience in planning and delivery of artistic projects. | P |  |
| Strong ability to balance independent and collaborative working, with proven experience of devising projects and initiatives from conception to delivery. | P |  |
| A flexible approach to working and planning, able to respond positively to changes in work environment as UK Government policy (especially around music education) continues to evolve.  | P |  |
| Experience leading projects in which performing artists are required to interact with young people and the community, ensuring they are fully prepared and understand the aims and values of each venture.  | P |  |
| Proven ability to motivate and mentor performing artists; sensitive understanding of musicians, their needs, and the challenges which face them in today’s profession. | P |  |
| Good knowledge of classical / orchestral music and practice. | P |  |
| Energetic and personable approach to team working, able to cultivate great working relationships with musicians, colleagues, and a wide range of external partners. | P |  |
| Proven ability to manage a variety of projects simultaneously.  | P |  |
| Awareness of all responsibilities that must be addressed when coordinating activities involving children and vulnerable adults.  | P |  |
| Excellent verbal and written communication skills.  | P |  |
| Proficient computer usage.  | P |  |
| **SKILLS AND EXPERIENCE** |  |  |
| Strong interpersonal skills | P |  |
| Full UK or EU manual driving licence held for at least one year |  | P |
| Good knowledge of developments in both the music education and classical music sector.  |  | P |
| Music degree or equivalent |  | P |

**Terms of employment**

The role of Learning and Participation Manager is offered on a 0.6 FTE basis.

Regular hours of work are Monday to Friday, 9.30am – 17.30pm. We are open to discussions about agreeing a flexible working pattern. This role may need to work out with normal working hours as Sinfonia Smith Square’s family concerts necessitate some weekend working.

Annual leave is 25 days plus statutory bank holidays.

Salary: £30,000 per annum (pro rata). Sinfonia Smith Square operates an occupational pension scheme via NEST.

Sinfonia Smith Square’s base and offices are at Smith Square Hall, London, SW1P 3HA, with additional office space at 4 Millbank, London, SW1P 3JA.

Notice period is 2 months, following a 6-month probation period.

There is a 20% discount in the café at Smith Square Hall for staff members and all staff are eligible for two complimentary tickets for all Sinfonia Smith Square concerts.

**Equal opportunities**

As an equal opportunities employer, Sinfonia Smith Square is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and we strongly encourage suitably qualified applicants from a wide range of backgrounds to apply for this position. We aim to operate an inclusive recruitment process; applications will be anonymised before being passed to the shortlisting panel. If you have any particular requirements, please let us know at any point during the process.

**How to apply**

The closing date for applications is midday on Wednesday 4 December.

To apply, you should email an application form and equal opportunities monitoring form (available on our website) to Gabrielle Court on gabrielle@sinfoniasmithsquare.org.uk by the closing date. Please note that late or incomplete applications cannot be accepted.

Interviews for shortlisted candidates will take place the week commencing Monday 9 December. Please indicate in your application if you have any availability issues that week.

If you would like to find out more about the role or would value an informal conversation about how it may suit you at this stage in your career, we would be very happy to hear from you. Please contact Alison Brand, Programme Director, on 020 4553 0768 or alison@sinfoniasmithsquare.org.uk

If you do not live or work in Greater London, Sinfonia Smith Square will make a contribution towards travel expenses incurred in attending interviews if requested and agreed in advance. In exceptional circumstances, initial interviews may be conducted by Microsoft Teams or Zoom. If you are invited for an interview and would like to claim travel expenses, please mention this when your interview is being arranged. Please note that a request to claim travel expenses will not affect decisions about whether or not to invite you to an interview.