



Sound Lab Programme and Development Manager

About us

At Sound Lab, we believe 'music matters', and that music and creativity should not just be available for those who can readily access and afford it; it should be available to everyone.

Our vision is that, irrespective of age, gender, race, ethnicity or economic background, everyone should have equal access to the resources and support they need to fulfil their creative potential. We work to overcome barriers that can prevent people accessing opportunities in music by providing expert music-making education and mentoring support. We focus on children and young people who often do not receive the same opportunities as their peers, specifically care experienced young people; children with disabilities; and young people from an unaccompanied, asylum-seeking or refugee background.

We are recruiting for the exciting new post of Programme and Development Manager to deliver our ambitious programme model and take a leading role in developing our sustainable growth as a charity.

This is a permanent full-time post, paid at £34,000 p/annum. You will be mostly home-based with access to free shared office space and regular travel around Glasgow, with travel costs covered. You will mainly work 9-5pm, but with flexibility for some evening/weekend work.

Role Summary

The Programme and Development Manager will support Sound Lab at a pivotal point in our journey as a small charity. In recent years, we have maintained a steady growth as we have grown to accommodate the ever-increasing demand for our programmes, and are looking for someone to help take us to the next level.

We are looking for a skilled, committed and values-driven individual to drive improvements to our programme model and help realise our potential as an organisation. Someone who 'gets' the value of creativity and has experience of working with children and young people.

Working alongside a supportive Board of Trustees, volunteer and tutor team, you will be the critical conduit between children, young people, partners and our tutors in making programme delivery happen, and providing brilliant experiences for our young people.

You will work with the Sound Lab Board to develop and oversee a fundraising strategy that aims to maximise our income from a variety of sources and allows us to deliver our strategic aims and business plan objectives for 2023/24. You will help maintain existing relationships and develop new partnerships with referral partners, funders and music industry contacts.

As well as providing leadership for the coordination of Sound Lab programmes, you will play a hands-on role in supporting tutors and volunteers to build relationships with young people, as well as support participants with their musical and career aspirations.

Reporting to the Sound Lab Chair, you will provide line management of any Sound Lab staff, as well as support the administration of The Sound Lab's Board of Trustees and volunteers.



Role Specification

Programme Coordination

- Be first point of contact for young people and their supporting adults, support young people to learn new skills, develop socially and have fun.
- Ensuring participants individual needs and goals are assessed, so we can support them in the best way possible.
- Act as the key operational contact for Sound Lab tutors to arrange tuition opportunities, process invoices and quality check evaluations.
- Liaise with partners, care homes, other relevant agencies, parents, guardians, carers and young people directly to arrange tuition opportunities.
- Ensure participants are involved in and have a say in the development, delivery and evaluation of Sound Lab.
- Support the evaluation of all Sound Lab programmes to ensure the continuous improvement of our programmes.
- Support the development and maintenance of our equipment inventor, including arranging deliveries and collections for loans of instruments.
- Provide line management for any additional programme coordination staff and support to the volunteer team.
- Child Protection Lead for all Sound Lab programmes.

Funding

- Support the development of and then lead the delivery of a fundraising strategy aimed at maximising grant income opportunities and exploring new funding streams.
- Identify new funding opportunities with a range of sectors and partners, including public, private, trust & foundations, major donors and others as appropriate.
- Lead on the development of high-quality funding applications that will support Sound Lab's strategic objectives, as well as meet with funders where required.
- Maintain a pipeline of opportunities via The Sound Lab's 'Fundraising log'; recording progress and income received to ensure the Board of Trustees can understand an at-a-glance picture of our fundraising efforts.
- Prepare reports in a timely manner when required by our Funders, working alongside our Treasurer and Chair.

Development and Partnerships

- Main point of contact for The Sound Lab, dealing with all correspondence and enquiries in a timely manner, as well as providing updates to the Board of Trustees.
- Support The Sound Lab Board in driving the actions and activity that fulfil our charitable aims, business plan and programme planner.



- Support our continuous improvement as a charity and proactively look for opportunities to improve our processes, procedures and practice.
- Lead on or support the development of regular social media communications which increase our organisational profile, as well as coordinating development of articles, blogs, radio shows, podcasts and interviews where required.
- Represent Sound Lab in key meetings, groups and events in Glasgow and nationally.
- Mentor or support new volunteers who join The Sound Lab.
- Maintain effective records and admin, including management of The Sound Lab's database, as well as maintain relevant policies/procedures.
- Organise and maximise the value of The Sound Lab's membership of relevant organisations.
- Prepare and produce meeting agendas, minutes and updates, in consultation with Board of Trustees and other volunteers.
- Support the recruitment and management of staff and volunteers, including facilitation of an advisory group of past and current participants.
- Help develop media content (photos, video, case studies, interviews with participants, evaluations etc.) which showcases our work in the community.

Skills Profile

We are looking for someone:

- With a passion for and experience of working with children and young people.
- Who believes in the transformative power of music and creativity.
- Committed to working with hope, care and aspiration.
- Who is a people person and can build relationships with a wide variety of stakeholders.
- With arts, music or third sector programme management or coordination experience.
- Who is a facilitative leader and who can work equally well as part of a team, as well as individually.
- Who is an effective verbal communicator, with experience of delivering presentations, training and facilitating meetings.
- With excellent written skills, able to write funding applications, evaluation reports and board papers.
- Who can understand numbers and is able to manage budgets, evaluation data and participant databases.
- Who is skilled across all Microsoft Office products.
- Who can respond well to competing demands and priorities.

An exceptional candidate will also be someone:

- With experience of successful fundraising and grant writing.



- With experience of working with CRM systems, participant databases or evaluation systems.
- With line management experience and/or experience of managing volunteers.
- Who can demonstrate strategic and long-term planning.
- Who is an excellent listener and committed advocate for children and young people.
- Who has experience of designing and delivering training.
- With an understanding of child protection policies and practice.
- Who can focus on personal and professional development, as well as support the professional development of others.
- With experience of delivering support and supervision to staff members.
- With an understanding of the Scottish policy context and/or understanding of the evidence base in relation to child development, trauma, UNCRC, the Promise etc.
- With knowledge and experience of supporting care experienced young people; children with disabilities; and young people from an unaccompanied asylum-seeking or refugee background.
- With lived experience of care, disability or the UK asylum system.
- Can drive and has a full UK driving licence and car.
- Has musical skills or training and/or has experience working in the creative scene in Scotland.

Find Out More and Apply

To arrange an informal enquiry, please contact Erica Gilchrist at thesoundlab@live.co.uk

To apply, please send a CV and two-page cover letter to thesoundlab@live.co.uk

Applications will close at **5pm on Friday 10 November 2023**.

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