



## Director - NYMAZ

### APPLICATION PACK

<b>Contract:</b>	Permanent position, 0.8 FTE (4 days per week)
<b>Salary:</b>	£38,000 pro rata
<b>Location:</b>	York, with flexible working options

NYMAZ is a youth music charity, which champions the transformative potential of music for children and young people in North Yorkshire and across rural England. Working with our trusted partners, we deliver high quality music-making activities to those in challenging circumstances, especially those experiencing rural isolation.

NYMAZ's voice is heard across the creative and cultural sector on the issues of rural isolation and digital music education. We are also committed to strengthening the music education and musical inclusion sectors through workforce development, building strategic partnerships and advocating for the benefits of participatory music.

As one of thirteen current strategic partners of Youth Music, NYMAZ is delivering targeted music activities and workforce development to create a musically-inclusive England, where every child can access music-making opportunities, regardless of their circumstances. Our innovative Connect: Resound project is supporting Music Education Hubs nationally to roll out digital approaches to increasing access to music.

After a period of successful strategic development, we are seeking a new Director to lead NYMAZ into the next stage of its journey. You will be a dynamic and motivated individual, dedicated to young peoples' music-making and with a clear understanding of the value of a musically inclusive England. Experience of leading arts or community engagement/education programmes is essential, along with experience of strategic planning, business plan delivery, financial management and fundraising.

For further info on NYMAZ's activities, see: <http://www.nymaz.org.uk>  
Read NYMAZ's Annual Review 2016-17 at: [www.bit.ly/2xmzjKz](http://www.bit.ly/2xmzjKz)

To apply, please complete the application form and equal opportunities monitoring form and return along with a current C.V. to [millie@nymaz.org.uk](mailto:millie@nymaz.org.uk)

Closing date: **5pm, Monday 5 March**

Interviews: **Monday 12 March, York**; 2nd interviews (tbc) **Thursday 22 March**

# Director – NYMAZ

## Job Profile

<b>Post Title:</b>	NYMAZ Director
<b>Salary:</b>	£38,000 pro rata
<b>Location:</b>	Clements Hall, York, with flexible working options
<b>Term:</b>	Permanent position, 0.8 FTE (4 days or 30 hours per week)
<b>Responsible to:</b>	NYMAZ Board
<b>Responsible for:</b>	NYMAZ team and freelance workers
<b>Purpose of Job:</b>	To lead and shape the future of NYMAZ through strategic business development and delivery of an artistic programme in line with the NYMAZ Business Plan and reporting to the NYMAZ Board of Trustees

### Tasks and Responsibilities

The key responsibilities of this role are:

#### Leadership and Management

- Provide inspirational leadership and a vision for NYMAZ as a leader, producer, influencer, adviser and innovator in provision of inspirational, musically inclusive activities in North Yorkshire and across rural England.
- Develop long-term and medium-term business plans, ensuring that current and new practices are successfully integrated into management, partner and Board thinking and that the organisation's exposure to risk is constantly reviewed.
- Manage a programme of developmental music projects, workforce development and strategic advocacy across North Yorkshire and rural England with a range of providers, working with existing and new partners.
- Lead and supervise the work of NYMAZ employed staff and freelance workers, make staffing recommendations to the Board as appropriate; providing a clear sense of direction, fostering strong motivation, a sense of common purpose and a working environment where people can flourish and develop.
- Be responsible for the financial stability and future viability of the organisation, including the preparation, monitoring and control of annual budgets, meeting annual income targets and ensuring that financial systems are fit for purpose, managing financial stakeholders and operational and financial risk, in liaison with the contracted book-keeper, treasurer, accountants and the Board of Trustees
- Have overall responsibility for the development and implementation of an effective fundraising and business development strategy, ensuring that new opportunities for generating income are constantly explored and developed including the research, bid writing and submission of funding applications to potential stakeholders and funders

- Be the principal contact to develop and maintain strategic funding relationships with NYMAZ's major funders including Youth Music and the Paul Hamlyn Foundation.
- Be responsible for all HR issues, including recruitment and staff appraisals, providing professional development where required; keep abreast of relevant legislation and develop appropriate policies and procedures.
- Oversee impact measurement / monitoring & evaluation activities, and ensure satisfactory submission of reporting requirements to funders and other stakeholders
- Participate in NYMAZ Board meetings, providing reports and recommendations on the delivery and development of the organisation, and liaise with trustees on their input to specific aspects of NYMAZ's work as appropriate
- Be responsible for all policies and procedures for the organisation (including Health & Safety, Child Protection & Safeguarding, Equality & Diversity, HR, and data protection) and oversee their operation to ensure compliance with all statutory requirements
- Support and encourage the Board and contribute to an induction programme for new Trustees.

#### Artistic and Programme Development

- Maintain current working relationships with delivery and strategic partners and wider stakeholder group (including funders and policymakers)
- Spearhead the brokerage of new partnerships across the country to further NYMAZ's music specialisms of digital learning and rural isolation, consulting with local authorities, Music Education Hubs and other national and regional agencies to encourage involvement with the organisation at a strategic level and develop diverse income streams
- Liaise closely with delivery and strategic partners to ensure maximum added value from all partnership and investment opportunities and to maximise the potential of current contacts at delivery partner and Board level
- Represent NYMAZ at a strategic level at appropriate regional and national partnership meetings and events
- Attend events, concerts and project performances to monitor the quality of NYMAZ activity whilst being an ambassador for the organisation with partners, promoters, funders and audiences.

#### External communications

- Advocate and raise awareness of NYMAZ, managing the marketing and public relations activities of NYMAZ through freelance contractors and the relationship between delivery partners and the PR function
- Develop and maintain good relationships with the media, external funders, stakeholders, the community and supporters in order to raise awareness and further increase the profile of NYMAZ across the country
- Create and build contacts and working relationships with all key opinion formers and decision makers throughout the UK, acting as spokesperson and advocate and raising the profile of NYMAZ regionally and nationally.

**NYMAZ  
Person Specification  
Director**

	ESSENTIAL	DESIRABLE
Qualifications/ Training/ Competences	A good level of education and the ability to prove competence in the relevant areas of work	Educated to degree level or equivalent in an appropriate subject/ vocational area
Relevant Experience	<p>At least two years arts project management and community or education programming experience at a senior level</p> <p>Experience of strategic business planning; developing and delivering on business and organisational objectives</p> <p>Extensive experience and proven track record of fundraising, including multi-year strategic or core funding and delivering on income generation targets</p> <p>Experience of successful management of significant budgets within a publicly funded context</p> <p>Effectively managing the operational and financial risk of a major project/programme, department or organisation</p> <p>Experience of developing operational policies</p> <p>Experience of personnel line management</p> <p>Experience of managing marketing and external relations functions</p> <p>Project monitoring and evaluation experience</p>	<p>Management and development of project work within a young people and social exclusion context</p> <p>Working with and reporting to a non-executive board of directors</p>

<p>Skills</p>	<p>Demonstrable leadership skills with the ability to inspire, challenge and motivate.</p> <p>Ability to work independently and with minimum supervision</p> <p>Ability to direct, develop, influence and sustain effective partnerships, networks and multi-agency working</p> <p>Excellent strategic planning skills</p> <p>Excellent problem-solving and decision-making skills, with the ability to listen to others</p> <p>Proven team building skills and a commitment to developing staff potential</p> <p>Well organised, good analytical, presentational, verbal and written, report writing communication skills</p> <p>Competent in the use of PC based technology, Word, Excel, Access and the use of e-mail</p>	<p>Good interpersonal skills</p> <p>Experience of using online software such as website content management systems (CMS), Insightly, Basecamp, Eventbrite, Dropbox and social media, and willingness to learn more</p>
<p>Knowledge</p>	<p>Understanding of national and regional music education / community music landscape, policies and issues</p> <p>Knowledge of marketing and PR and web-based communications</p> <p>Evidence of a broad understanding of young people's needs and the issues affecting young people</p> <p>Knowledge of current Health &amp; Safety, Child Protection &amp; Safeguarding and Equality &amp; Diversity legislation and best practice</p> <p>Understanding of the arts &amp; music education funding landscape</p>	<p>Understanding of the use of digital technologies in young people's access to music making and education, and an interest in its potential to drive future development</p> <p>Understanding of the issues surrounding the management and development of project work with children in challenging circumstances</p> <p>Understanding of the impact on young people of living in a rural area, particularly with regard to cultural provision</p> <p>Broad knowledge of diverse musical forms</p>

		<p>Understanding of Youth Music's priorities and Outcomes Approach to funding</p> <p>Knowledge of cultural planning and the creative industries</p>
Additional requirements	<p>Ability to travel throughout North Yorkshire and beyond</p> <p>Current full driving licence and access to an appropriately insured vehicle</p> <p>Able to undertake out-of-hours and week-end working</p> <p>Commitment to equal opportunities and inclusive values of NYMAZ</p> <p><b>Any formal offer of employment will be subject to a Disclosure &amp; Barring Service (DBS) application through NYMAZ</b></p>	

# NYMAZ Organisational Structure 2018/19 onwards

