



**NATIONAL YOUTH
JAZZ COLLECTIVE**

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PROGRAMME MANAGER

ABOUT THE NATIONAL YOUTH JAZZ COLLECTIVE:

Be inspired. Be empowered. Be creative!

["What is NYJC?" YouTube video](#)

The [National Youth Jazz Collective](#) is a vibrant National Youth Music Organisation established in 2006 to provide inspirational, high-quality training and performance opportunities for all young musicians interested in creative music making (through small group improvisation, composition, arranging and shared band leadership). NYJC offers a clear pathway of progression, beginning with an annual series of streamed regional ensembles (streamed into beginner, intermediate, advanced & young professional): delivered in collaboration with a growing network of regional and national partners; providing a bespoke programme of progression that leads towards NYJC's pinnacle 12-day residential summer programme comprising a [3-day vocal jazz camp](#); [6-day composition summer school](#) (where 15 composers write for NYJC's five senior nonets); [7-day summer school](#) for early career jazz improvisers (offering 45 places to the nation's most gifted and talented young musicians after an Easter fortnight national audition tour) and [4-day feeder summer short course](#) (for young musicians who showed great potential and skill in their auditions, but weren't yet sufficiently familiar with the jazz vernacular and pedagogy to sustain an intense week on the main summer school course).

NYJC's national reach is achieved through an ever-growing national network of regional hubs and partnerships as well as our annual audition tour held over a fortnight in London, Southampton, Exeter, Bristol, Birmingham, Oxford, Cambridge, Newcastle, Manchester & Leeds.

All of NYJC's work was delivered in partnership with the support 146 regional and national partnerships. All participants across NYJC's entire programme are streamed into groups of between 8-12 young participants and supported by NYJC faculty of teaching artists and trainee ambassador tutors. Bespoke preparatory learning for all activity is emailed with at least one month's notice - providing YouTube, Spotify and itune links and clear written guidance for each tune selected, so the participants can access the repertoire and learn it by ear with ease.

NYJC also continues to develop its online offer, reaching an online audience of 24,413 during 2022-23 by providing young musicians and educators with one of the few online libraries of videos geared to introduce Key Stage 3, 4 and 5 students to the rudiments of creative music making. This now has over 279 videos – some of which are introductions to jazz styles, a glossary of regularly used terms and teaching videos for small group combo playing. Others are performances by young people on our courses. Alongside these we have curated materials that are designed to be accessed online by music professionals – including NYJC's graded list of 100 tunes (showing appropriate repertoire for different levels of student) with an accompanying Spotify playlist so that the tunes can be heard and learned by ear.

All of NYJC's activity and growing resources are promoted in NYJC's newsletter as well as its Facebook, Instagram, Tiktok and Twitter feeds, designed to galvanise young people's continued engagement with each other and with opportunities to participate in jazz ensembles.



NYJC'S PROGRAMME MANAGER JOB DESCRIPTION

Position:	Programme Manager, NYJC
Salary:	£30,000 - £33,000 pro rata, dependent on experience.
Contract:	Equivalent to a 0.6 contract of 3 days a week, with 6-month probation and a review at 1 year.
Reports to:	Chief Executive Officer (once appointed. Currently temporarily line managed by Artistic Director)
Responsible for:	Occasional freelance and temporary personnel on a project basis.
Location:	LCB Business Depot, 31 Rutland St, Leicester, LE1 1RE The role requires the individual to be in the office for 3 days a week. The role will include some occasional UK travel and residential programmes where overnight stays will be necessary.
Additional info:	The NYJC team will comprise of five other part-time staff (CEO, Artistic Director, Finance Manager, Marketing and Coms Officer and Website designer) who manage the business and artistic elements of the organisation, and a board of 8-12 Directors responsible for NYJC's governance. We offer a workplace pension scheme and shall make the appropriate legal contributions after your period of probation if you subscribe.
Annual Leave:	28 days pro rata per annum, including public holidays.
Hours of work:	21 hours per week (equivalent to 3 days a week). NYJC would be happy to consider more flexible working hours across 4 days upon further discussions and agreement with any successful applicant.

APPLICATION PROCESS

Please send your CV and one-page cover letter to NYJC's Executive Artistic Director at recruitment@nyjc.co.uk outlining your suitability for the role and reasons for applying. Please mark the email's subject as "Application for NYJC's Programme Manager role"

Application Deadline:	Midnight 21 st April 2024
Email from NYJC to all applicants:	5pm 29 th April 2024
Interviews:	Round 1: 10am-5pm 8 th May 2024 (In Leicester). Round 2: 10am-4pm 15 th May 2024 (in Leicester).
Start date:	Anytime 28th May to 1st August 2024: Depending on notice needed to be served.

Should you have any questions about the role or NYJC more generally, please contact our Executive Artistic Director on issie@nyjc.co.uk (NB: Issie may be slower than usual to respond while away with NYJC's summer programme audition tour, 14th March – 14th April 2024) or NYJC's Chair Dan Francis on danf@nyjc.co.uk



NYJC'S PROGRAMME MANAGER ROLE

As Programme Manager, you will work alongside the Artistic Director and CEO to ensure that the logistical planning and communication needs of NYJC are fulfilled. The post ensures that all aspects of the charity's programme is well coordinated and communicated internally and externally, keeping our operations smooth and efficient. At the time of appointment NYJC will be going through a transitional phase as it seeks to permanently relocate to the Midlands as part of Arts Council England's National Portfolio Organisation (NPO) Transfer programme, and recruits for a number of positions – particularly the new role of CEO, Marketing and Coms Officer, as well as additional trustees and a midland based Chair. Accordingly, it is essential that you are a strong self-starter, autonomous, dependable and familiar with arts education, in order to make sound decisions within agreed frameworks. The post suits a good team-player with technical and communication skills that can relate to a variety of audiences: from students to parents to music professionals and promoters. You will doubtless have a passion for music and know how to plan well-established and innovative events that cater for our school-aged audience (8-18).

PROGRAMME MANAGER'S KEY RESPONSIBILITIES

PROGRAMME MANAGEMENT

- Support the Artistic Director in the planning and execution of NYC's artistic activities, including NYJC's Summer Programme of 4 residential courses (3-day vocal jazz camp, 6-day composition summer school, 7-day improvisers' summer school and 4-day feeder short course), the Creative Leadership Ensemble, partner NYMO collaborations, Music for Schools and regional programme of workshops, curriculum and online resources delivery, year-long Ambassadors training Scheme (for early career creative music leaders keen to become part of our faculty) and CPD face-to-face and online seminar day management.
- Support the CEO in the planning and implementation of NYC's administrative activities, including scheduling, budget planning and records of day-to-day project accounts.
- Maintain the DBS records for contracted staff and ensure NYJC's child protection policies are clearly communicated.

STAKEHOLDER ENGAGEMENT

- Act as the prime point of contact for students enrolling in the Company's activities, and their parents and carers.
- Work with outside bodies as required to ensure the delivery of the Company's activities programme.
- Maintain good relations with parents, students, tutors, ambassadors and the wider education/jazz community.
- Create and update application and enrolment forms, student contracts, and course handbooks.
- Generate and manage Student signposting and progression routes.

EVALUATION AND REPORTING

- Maintain the charity's database of participants and other stakeholders in its work, including preparing reports based on its content.
- Collect data and ensuring its management is GDPR compliant.
- Record and track the student profile and progression route of each participant within NYJC and beyond.

SAFEGUARDING

The responsibilities of this role include making decisions affecting young people at NYJC events and may involve handling young people's contact details. Therefore the position requires a successful DBS disclosure.



EQUALITY OF OPPORTUNITY

Through personal example and clear action, you will ensure a positive approach to equality of opportunity for staff, teachers, regional partners, musicians and volunteers involved in the delivery of the NYJC activities.

Post requirements	Essential (E) Desirable (D)	Criteria
Education, training and experience relevant to post	E	Educated to degree level, or equivalent professional experience.
	E	Project management within an education, music or performing arts organisation.
	E	Experience of managing organizational records including contact data- bases.
	E	Experience of organising contracted personnel and professional musicians e.g. peripatetic tutors, pastoral and/or technical support staff.
	D	Experience of working with young people and their teachers / leaders.
	D	A good knowledge of, and interest in, music education.
	D	Experience of implementing evaluation frameworks for grant funded projects, in particular, music education projects.
	D	Experience of cross sector partnership working in the arts.
Skills, abilities and knowledge	E	Excellent written and oral communication skills.
	E	Experience of planning, organising and managing your own workload with limited supervision.
	E	Ability to communicate, liaise, network and negotiate effectively with a range of colleagues and stakeholders.
	E	Ability to identify issues, present and implement solutions.
	E	Ability to work autonomously and collaboratively with individuals as part of a small team.
	E	Fluency with and an aptitude for IT based planning including Microsoft Office, Wordpress (or similar), Social media and online facilities that auto- mate all aspects of planning, comms to a mass market and customer care.
	E	Ability to work on multiple projects simultaneously, delivering them on time and to budget.
	E	Ability to work on own initiative and prioritise a complex range of tasks.
	E	Ability to work under pressure with strong organisational skills and attention to detail.
Special job requirements	E	There will be a need for some flexible working as you will be required to travel outside the Midlands and take part in residential and some weekend work which will accrue TOIL.