

Creative Learning Producer

Job Pack



WELCOME



We are searching for an energetic and inventive person to join our team in a new role.

Working closely with our Founder and Artistic Director, Christopher Bell and Director of Creative Learning, Lucinda Geoghegan, the successful applicant will drive the design and delivery of NYCOS' considerable Creative Learning programme.

About NYCOS

Founded in 1996 by Christopher Bell, we provide exceptional choral singing opportunities and training that enable Scotland's young singers and their leaders to progress and flourish. NYCOS consists of 7 National Choirs, including the internationally-renowned National Youth Choir of Scotland, a network of Regional Choirs across the country and a considerable Creative Learning programme.

Creative Learning underpins our work and became even more prevalent during the COVID 19 pandemic. Our Director of Creative Learning, Lucinda Geoghegan, supports the development of all our learning work and, using the pedagogy of Zoltan Kodály, we have developed an approach recognised across the world. The programme consists of a schools programme, early years activity, delivery grants and contracts for a wide range of activities with children and young people and training, including the International Kodály Summer School.

We believe that inclusion and progression go hand-in-hand and we work to ensure that the greatest number of children and young people sing with NYCOS. Excellence is at the centre of all our work and we continue to increase opportunity and participation for all children and young people, whatever their circumstances.

ABOUT US

Following the COVID-19 pandemic, we will rebuild and renew NYCOS by:

- significantly increasing opportunities for aspiring young singers to engage and progress
- continuing to provide expert leadership and high calibre performance opportunities
- developing and diversifying our participants and audiences

We are eager to rebuild our delivery and impact on thousands of children, young people and leaders per annum. We have restarted face-to-face singing with National Choirs and Regional Choirs and further develop our Creative Learning programmes using our Kodály-based methodology. We will enhance activities with digital and online programmes, activities and resources. Commissions and events will further enable us to develop our audiences and celebrate the singing of our young people.



ABOUT THE ROLE



You will play a central role in developing and delivering large-scale and creative programmes that impact directly on children and young people in Scotland. Working with the Artistic Director and Director of Creative Learning, you will build on existing programmes to develop and deliver activities that widen our engagement with children and young people, whatever their circumstances. In this role you will identify potential external partners to work with on specific projects and will forge and maintain mutually beneficial relationships through these alliances.

As one of three Producer roles, you will work as a team to produce all NYCOS activity. Our new Strategic Plan started in August 2021 and renewal of singing in Scotland is the highest priority, so this will be an exciting time to work for NYCOS and to develop opportunities and partnerships. You will support the Chief Executive Officer to ensure that NYCOS is a place where staff are empowered to deliver their best work and where innovation and creativity are encouraged. You will be responsible for the financial management of the programme and will identify new funding and income-generating opportunities alongside the development team.

You will be clear-minded, energetic, creative and enthusiastic. You will be passionate about the social and cultural development of children and young people and will support the development of long-term strategies as well as short-term solutions. You will be experienced in influencing and negotiating, able to make quick and informed decisions and resilient to change. You will enjoy working in a team to develop ideas into projects, which you can then deliver effectively. You will manage people to achieve their objectives and will support them to develop their skills.

JOB DESCRIPTION

Job Title:

Creative Learning Producer

Reporting to:

Chief Executive Officer

Working with:

National Choirs Producer, Regional Choirs Producer, Operational team, Development team

Supervises:

Creative Learning delivery staff as agreed

Location:

Flexible with potential for distance and home working. Must be able to travel regularly to the office at The Mitchell Library, Glasgow and around Scotland

Hours:

Full time (35 hours per week), including some evening and weekend work

Salary:

£25,000-£35,000

Starting Date:

January 2022



RESPONSIBILITIES



Role Purpose

To produce the Creative Learning programme to serve Scotland's children and young people, working with the Artistic Director and Director of Creative Learning.

Responsibilities

To lead the design and delivery of projects, ensuring excellence, innovation, inclusivity and progression.

To work in a team of three Producers to design and deliver programmes of activity in current and in new areas.

To sustain and develop strong working partnerships with a wide range of organisations and individuals to ensure the programme is relevant and responsive to a variety of needs.

To influence future planning and priorities and model an entrepreneurial, dynamic approach to strategic and business planning, working closely with the Artistic Director and Director of Creative Learning.

To play an active role in the regional, national and international music creative learning debate and advocate for singing.

To lead the financial planning for the programme's activity, including budgeting and financial monitoring, and the management of contracts, working with the Chief Executive Officer and Finance Officer.

To ensure a diversity of strong and sustainable income streams and drive financial sustainability, working closely with the development team.

To ensure effective safeguarding and child protection procedures are managed in all activity, in line with NYCOS policies and with the Safeguarding Officer (one of the three Producers to be confirmed).

To provide inspirational leadership to the relevant music delivery staff, nurturing and developing talent and enabling staff to deliver their best work in a motivated and creative environment.

RESPONSIBILITIES

To help raise internal and external awareness of the Creative Learning programme and NYCOS programmes, working with the marketing team.

To contribute to the overall leadership, vision and strategy of NYCOS and support the Chief Executive Officer as required.

To deliver front-of-house duties at performance and concerts, including attending a minimum of 5 concerts per annum throughout Scotland as required.

To report to the board and committees as required and work with Trustees when relevant.

To deliver any other reasonable duties deemed appropriate.

Please note this post requires some manual handling and training will be provided where required.



PERSON SPECIFICATION



Experience

Three years' experience working in a cultural or educational role leading high quality programmes.

Proven skill and effectiveness in delivering cultural or educational programmes.

Considerable leadership skills and experience in managing a team.

Track record of working in a wide range of partnerships, often in complex arrangements.

Previous experience of defining and evolving clear creative strategies.

Considerable leadership skills and a strong track record in leading and managing teams of creative staff.

Ability in adapting communication style, using a variety of techniques to ensure messages are clear and are understood at all times.

Sound business judgement, as well as problem solving and timely decision-making.

Experience of negotiating contracts effectively and generating revenue for and from activity.

Awareness of budgeting, costing, forecasting and result tracking procedures.

Excellent creative thinking and problem solving.

An entrepreneurial approach to cultural planning.

PERSON SPECIFICATION

Knowledge

Knowledge of the Scottish culture and education sectors.

Up to date knowledge of the Scottish and UK creative learning landscape, including the political and geographical context.

Understanding of the barriers and challenges which can prevent inclusion and effective strategies to overcome them.

Understanding of the current debates in cultural learning in Scotland and the UK.

Ability to create, organise and present data using various IT packages including Microsoft Office, Sage, CRM and various social media platforms. A willingness to undertake training as required.

Competencies

Can develop, communicate and implement a short, medium and longer-term strategic vision.

Experience in influencing, persuading and negotiating skills.

Thinks creatively to conceive, generate and implement ideas and formats.

Manages staff effectively, supporting skills development.

Makes quick, well-judged and informed decisions and takes responsibility for the consequences of those decisions.

Works collaboratively with finances, looks for value for money, sets realistic budgets and manages them effectively.

Develops collaborative relationships with people and with existing and potential partners.

Plans effectively, thinking ahead to establish an effective and appropriate course of action for self and others.

Adapts and works flexibly with a variety of situations, individuals or groups.

Demonstrates and promotes enthusiasm, commitment and capacity for sustained effort and hard work over long periods.

Excellent interpersonal, facilitation and team skills.

WORKING AT NYCOS

Working at NYCOS

NYCOS consists of an Artistic Director and Director of Creative Learning, both on retainer contracts, 10 employed members of administrative staff and delivery staff of around 100 people with whom we work regularly on a wide range of programmes across Scotland.

Since March 2020, all NYCOS staff have been working remotely. We are gradually returning to our Glasgow office as of Autumn 2021 but anticipate that flexible working structures will continue for the organisation. We welcome applications from applicants interested in distance working although you will be expected to attend meetings in Glasgow and Edinburgh, as well as around Scotland as required. We provide laptops, mobile phones and furniture to staff to facilitate home working and will do so for this role as appropriate.

This role will involve regular meetings either in person or via video calls. It will require communication via phone/video, email and in person and using a computer for the majority of the working day.



TERMS & CONDITIONS

Hours

Working hours are flexible, between 8.30am to 6.30pm, Monday to Friday, with one hour per day for lunch. This role will involve some evening work, including Board and sub-Committee meetings as required, and occasional weekend work, worked within the contracted time, not as overtime.

Salary

£25,000-£35,000 full-time, 35 hours per week.

Pension

Employer Contribution is currently 5%.

Holiday entitlement

25 days per annum, plus Bank Holidays.

Reporting to

This post will report to Edward Milner, Chief Executive Officer, NYCOS.

Start Date

August 2021.

Notice

3 months.

The post-holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. Ideally, the post-holder will also have a valid driver's licence.

The post-holder must be a member, or eligible to become a member of the PVG scheme administered by Disclosure Scotland.

NYCOS is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnership.

By applying for this vacancy, you consent to the safe storage and handling of any personal data you've provided us with. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing info@nycos.co.uk.

Unfortunately, we will only be able to give feedback to those candidates who are shortlisted.

HOW TO APPLY

You will be required to complete and submit the following:

Curriculum Vitae (CV), 2 pages maximum, 11pt minimum font size, to include contact details for 2 references

Covering letter, letting us know why you would like to work with us in this role and the skills and experience you would bring to the position, 2 pages maximum, 11pt minimum font size

Equal Opportunities monitoring form

In order to ensure the shortlisting process is anonymous and fair, please do not include your name or photograph on your CV or covering letter. Instead, please include personal details in the Equal Opportunities monitoring form. You should have proof of your Right to Work in the UK, and be prepared to provide evidence if required. The successful candidate will be required to complete a full Right to Work check before commencing employment.

We welcome new applications only.

Deadline for applications

Please send your completed documents to jobs@nycos.co.uk by 9am on **Monday 1 November 2021**. We will not be able to consider applications received after this deadline.

Interviews will take place in person or via video call. We will provide a BSL interpreter or live captioning if required. Please get in touch if you require any adjustments or assistance to participate, should you be invited to interview.

If you would like to discuss this role further or discuss access requirements before you make an application, please contact Edward Milner, Chief Executive Officer via edward.milner@nycos.co.uk.

We welcome and encourage applications from all communities and especially those from minority ethnic communities. Our board and staff believe by improving the diversity within our organisation and our leadership, we will improve the quality of our work.

Good luck with your application and thank you for your interest in NYCOS.

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f @nycoscotland



All photographs by Sally Jubb Photography

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National Youth Choir of Scotland (known as NYCOS)
is a registered Scottish charity, SC024899.