



**NATIONAL  
CHILDREN'S  
ORCHESTRAS**  
OF GREAT BRITAIN

**NCO Job Application Pack  
Project Manager**



**“I’m sharing this tweet as a former member of @ncogb: they inspired me, they developed me, they connected me with lifelong friends. I absolutely encourage all young people to apply and share this, it was a wonderful experience!”**

Josh Law, Viola Player, via Twitter

**“I wouldn’t be a musician if I hadn’t gone to @ncogb when I was younger!**

Jonathan Bloxham, Conductor, via Twitter

**"NCO Online was amazing and really motivated me to practise and I learned so many new things. The past three months couldn't have been any better, everyone was so kind and supportive, it was great to meet so many inspiring people!"**

NCO Online Member

**"NCO provided my child with the wonderful opportunity to play a challenging and varied repertoire; develop musical creativity, performance and wellbeing skills; and to make longstanding friendships with children with similar interests.”**

NCO Member Parent, 2019



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## **National Children's Orchestras of Great Britain**

**NCO is a national UK charity whose mission is to inspire children aged 7 – 14 years old from all backgrounds to achieve their full potential through learning and performing orchestral music. Through our programmes, young musicians take part in exceptional orchestral learning experiences with excellent tutors; they experience the joy and power of playing in live ensembles, make friends and have fun!**

**Our new strategy focuses on excellence, inclusion, child voice, creativity and wellbeing and our vision places child wellbeing at the centre of our organisation 'to be a place where children (and grown-ups) can flourish through music'.**

Our recent, hugely successful online programmes NCO Online 2020 and NCO Online 2021 have enabled us to fast track the development of our strategy and vision. In early 2021, the NCO Online programme took place over three months, with 600 talented young musicians taking part in 450 online sessions from musical sectionals, through inspiring webinars on wellbeing, physical health and performance to fun creative challenges, and they were supported by a staff team of more than 80 fantastic professionals. We built partnerships and collaborations with more artists, organisations and businesses than ever, including with London Symphony Orchestra, National Youth Orchestras of Great Britain and Aardman Animations. [View the NCO Online 2021 Final Report.](#)

The online programme enabled us to consult, evaluate and have an open dialogue with children, their families and our freelance community. We've discovered how digital can enhance every part of our strategy and through hearing from children directly and placing them at the heart of our work, we've begun our journey to discover what a children's orchestra can do that no other orchestra could.

We are now delighted to look ahead to the 2022 programme, which will see a return to in person live orchestral activities, as well as being strengthened by everything we have learnt from our digital programmes. Our annual audition process has recently closed, with hundreds of young musicians aged 8-13 submitting their video auditions to be part of our 2022 programme. Our team of 50 plus staff, music tutors and support team are now involved in watching and adjudicating 150 hours of auditions to select the 575+ young musicians who will be part of the NCO 2022 National and Projects programmes.

- [Our NCO National programme](#) comprises of three age-banded symphony orchestras who meet in the spring and summer holidays for week-long residentials, culminating with performances in major UK concert halls. [Our NCO Projects programme](#) comprises two weekends of non-residential orchestral and ensemble activity taking place in the North West, the Midlands and London.

In addition to these annual programmes, we will be developing an access programme through partnerships to nurture the pipeline into NCO and to reach out to a broader range of children; improving accessibility and inclusion by providing inspiring, transformative and fun experiences for as many young musicians with potential as we can.

To deliver all of our programmes we regularly work with more than 200 freelancers. Our tutors are some of the UK's finest instrumental teachers and professional orchestral musicians. We also work with some of the most forward thinking and renowned experts in creative practice and child wellbeing, as well as training and developing a pastoral team.

## Job Description

<b>Role</b>	Project Manager
<b>Key relationships</b>	Artistic & Educational Director, Planning & Production Director, Project Manager, Projects Administrator, Freelance support and music teams
<b>Responsible to</b>	Planning and Production Director
<b>Status</b>	Part time (3 days per week), Permanent Please note this role is required for evening and weekend work (necessary on an intensive basis during NCO activity) for which time off in lieu / a flexible pattern of working days will be needed on a project-by-project basis.
<b>Location</b>	NCO is based at Streamline, Paintworks, Bristol BS4 3AS. This role would be split between activity run across the country (including evening and weekends) and administrative / office-based working. Some flexible working will be considered.
<b>Salary/Benefits</b>	£28,000 (£16,800 pro rata) Pension scheme 14 days annual leave per annum plus bank holidays

## Scope

To lead and manage specific projects within NCO's annual programme and work collaboratively with colleagues to support the effective delivery of all NCO activity.

## Key responsibilities

- **To work closely with the Artistic & Educational Director and the Planning & Production Director on the planning and delivery of NCO's annual programme** which includes auditions, online activities, national residencies and public performances as well as non-residential projects and events.
- **To attend and manage NCO activity** whether online or in person, as required, supporting the Artistic and Educational Director, Planning and Production Director and freelance teams to ensure smooth and effective delivery. Tasks include (but are not limited to) running of day-to-day activities, managing freelance artists, concert management, logistics and transport, liaising with venues regarding NCO requirements from catering and accommodation to musical specifications.
- **To carry out operational tasks for the successful delivery of NCO activity** including (but not limited to) the preparation schedules, budgets, logistical arrangements, personnel bookings and Health and Safety requirements as appropriate to the activity.



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- **To oversee administrative tasks for the successful delivery of NCO activity** including (but not limited to) the preparation of contracts, artist itineraries, personnel lists and other project documents as appropriate to the activity.
- **To liaise with stakeholders** including tutors, conductors, guest artists, support staff, venues, partners, musicians and their parents/guardians, facilitating positive relationships and responding to day-to-day enquiries.
- **To ensure all NCO policies and procedures are enacted for all NCO activity** ensuring information is kept up-to-date and recorded in line with GDPR, Safeguarding and Health and Safety policies.
- **To support freelance teams** providing detailed information and effective communication.
- Any other duties reasonably required, commensurate with the level of the post.

### **We are looking for**

#### **Someone who has the following knowledge, skills and experience:**

- 3-5 years' experience managing and delivering orchestral projects / music education projects
- Demonstrable knowledge and understanding of the orchestral and music education sectors
- Commitment to delivering projects to a high standard
- Proven ability to work effectively under pressure with professionalism and good humour
- Experience of managing project teams with the ability to lead, motivate and inspire people
- Detailed understanding of safeguarding concerns for organisations working with young people
- The ability to work collaboratively and communicate effectively with a range of stakeholders
- Exceptional organisational and administrative skills with an ability to create and maintain effective processes
- Experience of working with sensitive data and knowledge of GDPR
- Ability to work collaboratively with a small team to deliver large-scale events at pace
- Pro-active and solution-focussed attitude with a willingness to be flexible in response to the changing demands of the organisation - particularly during times of transition or uncertainty
- Comfortable using standard Microsoft IT packages (Excel, Word etc) and experience of working with a range of operational systems (CRM systems, databases, applications etc.)
- All new staff are required to provide an Enhanced DBS certificate / undertake an Enhanced DBS check on appointment to the role.

#### **Applicants may also have:**

- Line management experience
- Experience of undertaking detailed feedback, data analysis and evaluation processes
- First Aid training



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### **Equal Opportunities**

We are committed to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce. Please fill in the anonymous equal opportunities form below before completing your application.

<https://form.jotform.com/203285270725959>

If you require an Application Pack in an alternative format or have any questions about this role or the application, please contact us at [jobs@nco.org.uk](mailto:jobs@nco.org.uk)

### **Application process**

To apply for this role please email [jobs@nco.org.uk](mailto:jobs@nco.org.uk) with the subject 'Project Manager' and include all of the following:

- Your CV
- A covering letter (max 2 sides of A4) or film/audio file detailing relevant experience and why you want this role

**Deadline** 9am Monday 15<sup>th</sup> November. Applications received after that time cannot be considered.

**Interviews will take place from** Monday 22<sup>nd</sup> November