

LEARNING AND PARTICIPATION CO-ORDINATOR: PIPELINE AND TRANSITIONS

RCM Sparks

Grade 6, Full time, Permanent

Job reference number: 111-24



Applicant Information Pack

Closing date

9am Thursday 29 August 2024

Interview date

Thursday 12 September 2024

Contents

- Job Description
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- How to Apply

Job Description

Job title	Learning and Participation Co-ordinator: Pipeline and Transitions
Department	Junior Programmes
Grade	6
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Head of Learning and Participation
Responsible for	NA
Liaises with	<p>Internal</p> <ul style="list-style-type: none">• Head of Learning & Participation• Learning and Participation Co-ordinator (Community)• Learning and Participation Administrator• Heads of Faculty• Performance and Programming• Head of Junior Programmes• Junior Department colleagues <p>External</p> <ul style="list-style-type: none">• Head of Music and Heads of Music Services• LEAs, Music Hubs and specialist music advisers/consultants• Specialist music schools

Job overview	<p>The RCM Sparks programme promotes widening participation, access, progression and excellence through its vibrant learning and participation programme. The Learning and Participation Co-ordinator: Pipeline and Transitions will assist the Head of Learning & Participation in further implementing Equality Diversity and Inclusion practice within the Sparks activity – developing processes and evaluation. The role will also co-ordinate activity to support the development of a diverse pipeline of young musicians from a range of external school partners and RCMJD including supporting the transition through to the RCM.</p>
---------------------	---

Key Responsibilities

These include:

- Be responsible for the co-ordination of activity with children and young people from a range of diverse settings to develop a rich pipeline of young musicians engaging with the RCM.
- Be responsible for advising colleagues in best practise in the area of widening participation and pipeline projects.
- Develop excellent relationships with external partners and harness the outstanding expertise of the RCM Heads of Faculty to support with the pipeline growth area.
- Plan, implement and deliver projects to further develop the RCM's broader Equality, Diversity and Inclusion work through the RCM Sparks programme
- To work closely with all elements of the Sparks programme and team members – including Community, Sparks Juniors, and the RCM student pathway to ensure a joined-up programme offer.

Special Factors

The Sparks team work flexibly across Monday to Friday (and occasional Saturday and Sundays). The post holder will therefore, need to be flexible in their approach to the working week. In term-time, he or she will need to be present for approximately up to four days in the office with one day working from home.

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential/ Desirable	How Criteria Are Tested
Qualifications	Arts/Music education to degree level	Essential	AF
Experience	Experience of delivering educational projects programmes in a range of community settings	Essential	AF, INT
	Experience of data handling and evaluation	Desirable	AF, INT
	Project management/co-ordination experience	Desirable	AF, INT
	Experience of co-creating project with multiple partners	Desirable	AF, INT
Knowledge/Skills	Proven administrative and some managerial ability	Essential	AF, INT
	Commitment to widening access and matters relating EDI	Essential	AF, INT
	Capable of being administratively self-supporting and accustomed to exercising initiative	Essential	AF, INT
	High level IT skills, including use of Microsoft Office tools, specifically Excel and Word.	Essential	AF, INT
	Excellent interpersonal skills with the ability to communicate both orally and in writing to a range of audiences	Essential	AF, ST, INT
	Knowledge of educational and musical agendas	Desirable	AF, INT
Personal Attributes	Excellent interpersonal and team-working skills.	Essential	INT
	Committed to Continuing Professional Development (CPD).	Essential	INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of college life	Essential	AF, INT

AF = Application Form INT = Interview ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Head of Learning and Participation within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.												
Contract type	Permanent												
Hours of work	<p>This role is offered on a full time (1FTE)</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one-hour lunch break), Monday to Friday.</p>												
Salary	<p>RCM Pay Scale Grade 6, incremental points 20 – 24:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>20</td><td>£33,350</td></tr><tr><td>21</td><td>£34,149</td></tr><tr><td>22</td><td>£35,019</td></tr><tr><td>23</td><td>£35,928</td></tr><tr><td>24</td><td>£36,862</td></tr></tbody></table> <p>*inclusive of London Weighting allowance</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	20	£33,350	21	£34,149	22	£35,019	23	£35,928	24	£36,862
Spine points	Full-time salary*												
20	£33,350												
21	£34,149												
22	£35,019												
23	£35,928												
24	£36,862												
Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.												
DBS check	Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).												
Probation	The post has a six months' probationary period.												
Notice period	The appointment will be subject to termination by not less than one month's notice. Notice during probation will be seven days' notice by either party.												
Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).												
Annual leave	<p>Full time staff are entitled to 210 hours (equivalent to 30 days) of holiday per annum, plus public holidays.</p> <p>The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.</p>												

Staff Benefits

Travel	<p>Interest free season ticket loans are available to cover the cost of a 12-month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
Events	<p>There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.</p>
Eye tests & hearing tests	<p>The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.</p>
Employee Assistance Programme	<p>All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.</p>
Professional Development	<p>The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.</p>

About Us

The College	<p>Founded in 1882, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 50 countries studying at undergraduate, master's or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked the Global No. 1 institution for both Music and Performing Arts in the 2024 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for the three successive years, while Music is a new subject introduced to the rankings this year.</p>
Staff	<p>The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over 100 administrative staff.</p>
Location	<p>The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall</p>

are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

**Department /
Faculty**

RCM Sparks is RCM's Learning and Participation programme providing an accessible pathway of musical learning designed to engage children from early years to age 18. Sparks run public events and activities for schools and special programmes in the local area, partnering with other institutions to provide the benefits of music education where they are needed most. Sparks work is based around learning pathways which cater for children's changing needs as they develop, so that we can continue to foster musicianship and learning skills throughout their educational journey. The programme is designed by RCM staff and led by outstanding leaders; last year Sparks worked with 118 RCM students and graduates giving them up to date and relevant training and placement experience developing a new generation of reflective music leaders. Sparks workshops offer inspirational learning experiences for all participants, with free or subsidised places available for children (and their families) who are eligible.

How to Apply

To apply, please complete our **1) Application form** and **2) Equal Opportunities form**, available to download from the [RCM website](#), and submit in PDF or Word format to recruitment@rcm.ac.uk

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

Closing date **9am Thursday 29 August 2024**

Applications received after the stated closing date will not be considered.

Interview date **Thursday 12 September 2024**

With some roles at the RCM second interviews may take place. Shortlisted candidates will be notified in due course.

There will be a short task for shortlisted candidates. Further details will be passed to shortlisted candidates in due course.

If you have any questions about this position or the application process please contact a member of the recruitment team on; recruitment@rcm.ac.uk. If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

Hayley Clements

Head of Learning and Participation

August 2024

