



Swindon  
MUSIC SERVICE

**RESOURCES  
MANAGER  
RECRUITMENT**

PACK

**JOIN OUR TEAM**



## Introduction from the CEO

Thank you for your interest in the Resources Manager position at Swindon Music Service. As a charitable organisation that transitioned from Local Authority control, we have demonstrated remarkable resilience through challenging times, including the recent pandemic. Today, we stand proud as a leading voice in music education and serve as a Consortium member of the new music hub for Gloucestershire, Swindon and Wiltshire (GSW).

At the heart of our mission is a commitment to making music accessible to all young people in Swindon. We work closely with diverse communities, empowering students to find their voice, develop their musical talents, and reach their full potential, regardless of their background or circumstances.

We're seeking a passionate individual who shares our dedication to equity and inclusion in music education. As Resources Manager, you'll join our dynamic team and play a vital role in helping us transform young lives through music.

If you're ready to make a meaningful impact in our community, we'd love to hear from you.

Peter Clark  
CEO, Swindon Music Service

## About Swindon Music Service

### Who are we?

Swindon Music Service is a Swindon-based charity that uses music to empower young people aged 3-25, including students coming from challenging circumstances. We engage over 4,000 young people annually through innovative music programmes and events, both in and out of school.

### Our vision and mission

We want every child and young person in Swindon to experience the power of music through accessible, inclusive programmes that inspire creativity and confidence. We believe music can unlock potential and build happier, healthier communities.

### Our values

**Young people-centered:** We prioritise the needs, abilities, and interests of young people, empowering them to actively shape their own musical journey.

**Community-driven:** We actively listen to the voices of young people, parents, carers, and communities, ensuring their input shapes the future of our programmes and the charity's direction.

**High-quality delivery:** We deliver high-quality, authentic learning experiences led by professional musicians and educators, ensuring every interaction is enriching and impactful.

**Inclusive and equitable access:** We are committed to breaking down barriers to participation, making music education accessible and equitable for all young people, regardless of background or circumstance.

**Celebrating diversity:** We honour and embrace the rich diversity of our community, respecting the identities, cultures, and unique perspectives of the young people we serve.

**Commitment to growth:** We are dedicated to ongoing learning and professional development, continuously evolving our offer to remain innovative and relevant.

**Sustainability:** We strive to ensure that our programmes are financially sustainable and deliver long-term impact. Additionally, we are dedicated to minimising the environmental footprint of our work.

What we do	We aim to...	We do this by offering...
<p>Learning &amp; Skills</p>	<p>Give every child and young person the opportunity to learn and make music</p> <p>Support young musicians to explore their musicality by providing them with instruments and equipment</p> <p>Offer young musicians the opportunity to progress their musical journey through opportunities in their community</p> <p>Give young musicians the opportunity to make music with their peers</p> <p>Learn about the 'building blocks of music' through musicality and music theory lessons</p> <p>Provide inspirational performance opportunities for young musicians in venues across the borough and beyond.</p>	<p>Professional Music Tutors in schools, SEND and alternative provision settings and community spaces</p> <p>Individual, small group and whole class programmes</p> <p>A wide variety of instrumental learning, covering everything from violin to clarinet and Djembe</p> <p>Ensembles, choirs and bands in schools and the community covering a range of styles (rock, jazz, classical, Samba and more)</p> <p>Instrument hire</p> <p>Access to musical resources including e-learning and music production software</p> <p>Live events, gig and concerts Vocal/singing tuition</p> <p>Music Production programmes</p> <p>Music Technology and Assistive</p> <p>Music Technology</p> <p>Professional musical experiences with partner organisations</p> <p>Access to musical exam opportunities supported by professional accompanists.</p> <p>Creative holiday programmes</p>

<p>Community impact</p>	<p>Prioritise equity of access to help children and young people overcome barriers</p> <p>Put children and young people’s needs, ideas and decisions at the heart of our work</p> <p>Offer creative spaces where children and young people can express themselves, socialise and explore through music</p> <p>Support the development and progression of young musicians through support, advice and signposting</p> <p>Celebrate the history and culture of our community</p> <p>Use music to promote positive wellbeing and mental health.</p>	<p>Bursary programmes to make music education accessible for all families, including partnerships</p> <p>Co-production opportunities Paid opportunities for Young music creatives</p> <p>Mental-health programmes</p> <p>Creative music programmes allowing people to create their own music and write songs individually and in groups.</p>
<p>Creative careers</p>	<p>Mentor the next generation of creative professionals</p> <p>Provide creative industry skills and training</p> <p>Help young people in Swindon and Wiltshire overcome barriers to the creative industries</p> <p>Broker access to voluntary and paid experiences in the creative industries</p> <p>Improve visibility of jobs and other opportunities</p> <p>Connect young people with inspiring professional role models.</p>	<p>Podcasting training, equipment and partnership opportunities <b>105.5 Radio in</b> partnership with Swindon Young</p> <p>Bringing music industry professionals to talk about their work with local young people.</p>
<p>Sector support</p>	<p>Work in partnership with organisations locally, regionally and nationally to maximise opportunities for young people</p> <p>Support smaller organisations in the area to build capacity and create opportunities</p> <p>Ensure a confident and skilled music education workforce in schools and community settings across the borough</p> <p>Provide a space for local organisations to work, offer training and engage with the community.</p>	<p>Continuing Professional</p> <p>Development and training for the music education workforce (Swindon Music Service staff, school staff, partner organisations, freelancers)</p> <p>Networking and Peer Learning for school staff</p> <p>Professional advice, support and consultancy for school music coordinators, Heads of Music and Senior Leadership Teams Partnership Forums with local organisations</p>

		<p>Consultancy support for the music education and charity sector</p> <p>Capacity building for local arts organisations through advice and support</p> <p>Hire of our premises at <a href="#">The Platform</a> to local organisations, artists and schools</p> <p>Joint fundraising initiatives with partner organisations</p>
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## Swindon Council/TUPE

Swindon Music Service was established as an independent charity (charity number 1179203) in April 2018, having previously been part of Swindon Council as the Music Service. Music Service. Staff were transferred to the employment of the new charity under TUPE regulations. As a result, we now have a mix of staff: those originally employed by Swindon Borough Council, and those who have joined since we became an independent charity.

## Staffing structure

Swindon Music Service employs around 30 Music Tutors. Alongside the Chief Executive there are 3 roles within the office team, comprising a Deputy Head of Service, a Business Administrative Assistant, a Schools Outreach Officer and an Instrument Repair Technician.

*You can find a staffing structure chart in Appendix A*

## Music Hub

Since 2012, Swindon Music Service has received direct funding from the Department for Education (DfE) and Arts Council England to serve as the Lead Organisation for Swindon Music Education Hub. In this role, we have overseen the delivery of the National Plan for Music Education (NPME) across the borough, working in partnership with other organisations.

The new NPME, [The power of music to change lives](#), outlined a desire by the DfE to reduce the number of Music Hubs in England from 116 to 43. As of 1st September 2024, Swindon Music Service became a Consortium Partner in the GSW Music Hub.

While Swindon Music Service remains an independent charity responsible for music provision and partnerships across Swindon and Wiltshire, it will collaborate with the other Consortium Partners to oversee the strategic development of music education across the wider geographical area.

Chief Executive holds an additional role on the Consortium Executive Team.

*Please see Appendix B for GSW Music Hub governance structure chart.*

## Finance

Swindon Music Service's turnover is £1 million, comprising a mix of core funding from ACE/DfE, traded income from schools and parents, and other funding. We are now looking to diversify our income through both restricted and unrestricted funding from trusts, foundations, and corporations, as well as premises hire. This diversification enables us to expand our offerings and strengthen our financial

resilience, especially as our core Hub Grant funding has decreased in cash terms every year since we became an independent charity in 2017.

However, costs have risen significantly over the past few years, and we have very limited options for reducing expenditure while still meeting our charitable objectives. Additionally, we are beginning to see a small decline in traded income as parents and carers feel the impact of the cost-of-living crisis, and school budgets face increasing pressure.

While we have reasonable reserves to manage these challenges in the short to medium term, a key priority for the new Chief Executive will be to secure additional income and funding streams.

The appendices to this document also include the following:

Appendix A: Staffing structure

Appendix B: GSW Music Hub governance structure chart.

## Job Description and Person Specification

Job title	Resources Manager
Workstatus	<p>Part Time/3 days per week/21.6 hours per week. (with overtime offered to support Platform Hires at out-of-hours and at weekends)</p> <p><i>This will largely be within weekday office hours. and weekend work but will require fairly regular evening work (when the Platform is being hired)</i></p>
Work location	<p>Based at Swindon Music Service, The Platform, Faringdon Road, SWINDON SN1 5BJ</p> <p><i>Swindon Music Service operates a flexible working policy. It is anticipated that at least 2 days a work will be working on site (in the office or out at site visits), with an option to work from home an average of 1 days per week if not needed in the office..</i></p> <p><i>The role will also require travel to deliver and collect musical instruments from schools and to take major repairs to Gloucestershire Music Instrument Repair department.</i></p>
Contract type	<p>Permanent</p> <p><i>This post is subject to a 6-month probation period.</i></p>
DBS/Safer Recruitment	<p>This post is subject to:</p> <p>An enhanced Disclosure and Barring Service (DBS) check. Two satisfactory references. Online checks.</p> <p>Swindon Music Service is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and demonstrate this commitment.</p> <p>This role is exempt from the Rehabilitation of Offenders Act.</p>
Benefits	<p>Employer's pension with <a href="#">NEST Pension : a Workplace Pension scheme</a> with Swindon Music Service making employer contributions of 3%, matched by the employee. 28 days annual leave entitlement that includes bank holidays</p>
Salary	<p>Salary: £28,000 to 30,000 (FTE) depending on experience (with possible overtime for out-of-hours Platform hires.</p>
Reports to	The Deputy Head of Service

## Person Specification

### Qualifications

#### Essential

- Evidence of relevant Continuing Professional Development e.g. courses, training, or other qualifications.
- Minimum of Grade C/4 in GCSE English (or equivalent)
- Minimum of Grade C/4 in GCSE Maths (or equivalent)
- Proficient in the use of EXCEL and Word software

#### Desirable

- Evidence of relevant Continuing Professional Development e.g. courses, training, or other qualifications.
- A Level English (or equivalent)
- A Level Maths (or equivalent)
- Proficient in the use of Microsoft Office 365 suite

### Experience and knowledge

#### Essential

- stock checking warehouse experience
- Ability to work in a team
- Experience of writing and managing risk assessments
- A basic understanding the H& S regulations for building management, stock room and musical instruments
- A minimum of 3-years Instrument Repair experience

#### Desirable

- Instrument stock checking and store Management
- Ability to work in a team
- Being self-motivated to work alone on occasions
- Experience of writing and managing risk assessments
- Experience of managing and Understanding the H& S regulations for building management, stock room and musical instruments
- Attended an Instrument Repair course and had 5-years or more experience of repairing instruments

## Key Responsibilities

### 1. *Platform Hire scheme*

- Assists with the development of a marketing campaign to increase the hire of the Platform to the commercial sector, the public and the local authority. Manage and oversee the bookings
- Manage the hirings (getting in and out procedures)
- Ensure the Platform is tidy for musical activities and the potential hires at all times
- Produce up-to-date risk assessments for the Platform as a place to hire.

### 2. *Manage the Musical Instrument stock*

- Deliver and collect musical instruments to and from schools
- Keep the instrument stock section of SpeedAdmin (the electronic management system) up to date at all times



- Identify and ensure that musical instruments are repaired and fit for use
- Undertake minor repairs on site and manage an major repairs with Gloucestershire Music Repair shop
- Audit the musical instruments on an annual basis.
- Liaise, take and collect musical instruments for major repairs to Gloucestershire Music Instrument Repair Shop

### **3. *Manage the resources (including the music library at the Platform***

- Manage the resources at the Platform ensuring that they are kept in good working order
- Ensure the music library is kept up to date and implement a robust booking in and out system
- Manage the ensemble music pads to ensure the correct music is available for the students.

## **The ideal candidate**

We're looking for someone who has experience in instrument stock management and events organisation with the following qualities:

- The ability to manage the Platform hire scheme
- A clear understanding of musical instruments and the ability to manage the stock
- Experience in stock management
- Experience of repairing musical instruments
- Strongly driven by results and impact
- Good team building skills
- Experience in project management of events and bookings
- Adaptability and resilience in the face of challenges

The successful candidate will need a full driving licence with business insurance.

## **Benefits of working with us include:**

- Pension is 3% of basic pay
- Flexible working
- Lots of staff and development opportunities
- Annual leave entitlement of 28 days including bank holidays
- Staff can request additional unpaid leave throughout the year
- An amazing staff and culture

## How to apply

Diversity and inclusion are at the heart of our organisation, and we promote equal opportunities. We believe this can be achieved through attracting diverse staff with different lived experiences and identities and who reflect the communities we serve. We encourage applications from anyone who can meet the person specification. In line with Swindon Music Service's safeguarding policy, this job is subject to enhanced DBS checks and satisfactory references.

**If you wish to apply, please submit your current CV (maximum of 2 pages) and a covering letter (also no more than 2 pages) with 'Resources Manager' in the subject line of your email to [lhawkins@smscio.co.uk](mailto:lhawkins@smscio.co.uk) The closing date is 6<sup>th</sup> December 2024, but we may close early if a suitable candidate is found.**

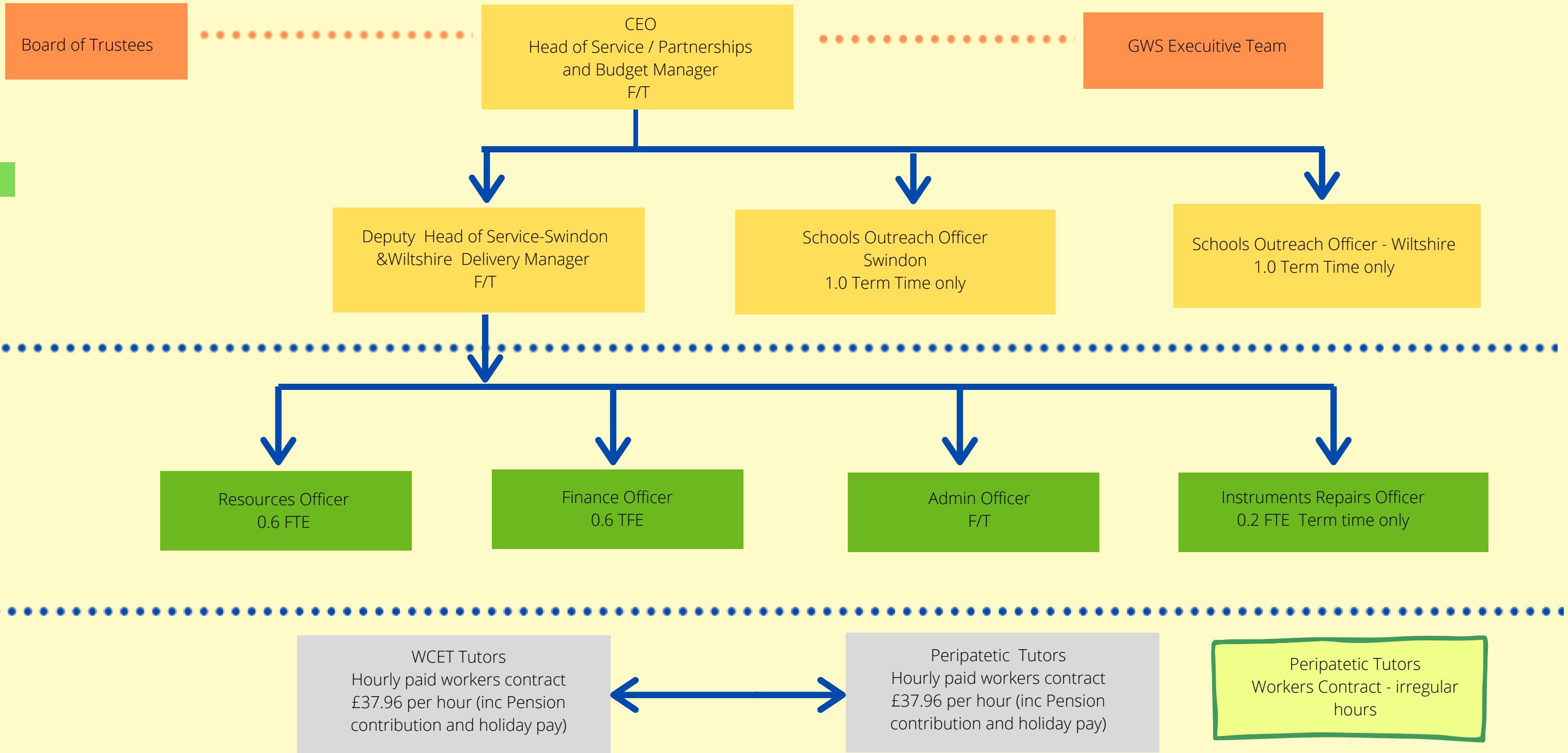
Please ensure that you provide specific examples in your supporting letter to demonstrate your competencies, achievements and skills and address the specific criteria set out in the person specification. We also ask that you complete an equality form (this is anonymous and is only to help us make sure we are reaching a broad range of people). If you would like to discuss the role beforehand then please email [pclark@smscio.co.uk](mailto:pclark@smscio.co.uk) to arrange a time to talk.

If you have a disability and need reasonable adjustments made so that you are able to fully participate in the interview process, we will ask for further information about this if you are successful in being called to interview. We use positive action under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward people with disabilities, or global majority candidate to diversify our staff team.

Interviews will take place on 13<sup>th</sup> December 2024.



# Swindon Music Service Structure - with Hub Governance



Key:

- SLT (yellow box)
- Music Service Support Team (green box)

## GSW Music Hub Governance Structure Chart

