

A photograph of a string ensemble performing on a stage. The musicians are seated on a raised platform and are playing violins, violas, cellos, and a double bass. The stage is decorated with colorful vertical banners in shades of blue, yellow, orange, and red. The lighting is warm and focused on the performers.

scottish
ensemble

Recruitment Pack

Wellbeing Programme Manager

Part-time, Fixed-Term 2-year position

Introduction

Scottish Ensemble is excited to be recruiting for the new position of Wellbeing Programme Manager, to develop this burgeoning area of activity. Through this work, we aim to reach a broad cross-section of society (particularly those who face barriers to enjoying live music) and, through close collaboration, to explore how music can be a transformative tool to enhance wellbeing.

The programme stems from a long-standing partnership with Maggie's Centres, who support people dealing with cancer. Sessions developed with Maggie's saw participants and musicians alike give astounding feedback as to the positive impact of bringing live music into these centres. The project incorporates deep listening, mindfulness techniques and talking about music's impact on our bodies and minds; evaluation and subsequent research suggests it has the power to reduce feelings of pain and increase a sense of calm.

Early steps have been taken to develop an event format which can see this kind of work going into schools and other healthcare settings, as well as transforming it into an innovative offer to businesses seeking to support staff wellbeing. We are now looking to establish our Music for Wellbeing programme as a major part of our overall output, and the successful applicant will play a pivotal role in its development and expansion.

You will work as part of a small, collaborative, non-hierarchical and creative team, each of whom plays a crucial role in realising the ambitions of Scottish Ensemble. You will develop and produce this programme of work – building on an existing programme, generating new partnerships and relationships to further its impact, coordinating project delivery and evaluating success. We anticipate this will involve delivery of around four week-long projects per year (taking sessions across Scotland).

We are looking for someone who is a collaborative, compassionate individual, keen to build effective partnerships and trusting relationships. The role requires excellent attention to detail and exceptional communication skills. Experience in working with artists/musicians in community settings and/or with vulnerable groups would be a significant benefit.

Based in our offices in Glasgow's Centre for Contemporary Arts, the position is equivalent to a 0.6 contract. It is initially for a fixed term of two years, before we evaluate the potential for further expansion. We are keen to work with the successful candidate to find a structure that suits them – whether that's fixed days, or spreading hours through a week. A hybrid office/home-working structure is also possible and we are eager to support the successful candidate to create a working environment that enables them to feel comfortable and confident.

We are a friendly, energetic team, looking forward to meeting a new colleague. If you are not sure if this role is for you, or if you would like an informal chat about the role with our CEO Jenny Jamison please email her at jenny.jamison@scottishensemble.co.uk to arrange a call.

Please read the 'How to apply' section in this pack carefully, as it is designed to ensure you have the best possible chance of giving us the information and evidence we need.

If you are excited by this opportunity, we look forward to hearing from you.



Scottish Ensemble Biography

For half a century, Scottish Ensemble has been shrinking the gap between listeners and musicians. From our roots as a specialist early music ensemble, we have become a versatile performing group that makes ageless art for the here and now. We resist the constraints of a home venue, a set season or a creative routine. We are shaped by the changing times in which we live and by the collaborations we seek across boundaries.

Freethinking Scots established the Scottish Baroque Ensemble in 1969. We made our international reputation with global tours, festival appearances and a high-profile contract with Virgin Records. Now, we're as likely to play the music of the distant past as the music of the immediate future. We delve into traditional Scottish music and commission the nation's most visionary composers.

After more than fifty years, we have redefined what a group of twelve musicians can do. These days we tend to design each performance bespoke: a meeting of site, sound and vision that generates an atmosphere of its own. We have made cross-artform work a priority, collaborating with visual artists, digital artists, dance companies and theatre makers to continually refreshes our musicianship and reboot our relationship to the music we've always played.

We hold our audience closer than ever. Our performances are designed to take you elsewhere for an hour, an evening or just a few minutes. Tea dances, ceilidhs, and mindfulness sessions have been, and continue to be, vital elements of our artistic mission. Now, we belong everywhere and nowhere, from village halls to concert halls, to the digital space. With the support of Creative Scotland, we are proud to be a beacon of Scottish creativity for the whole world, physical and digital, as we continue to ensure you experience music differently. With us, your ears will always be in good hands.



Scottish Ensemble Mission

Scottish Ensemble creates one-off, exhilarating musical experiences which deepen connections between audiences and artists, and enhance wellbeing.

Scottish Ensemble Core Values

WE ARE A SMALL AND MIGHTY INNOVATOR

we aim to stand out from the crowd thanks to the power, quality and fresh-thinking behind all of our work. We push ourselves to push boundaries, and we strive to be a sector-leader when it comes to developing innovative approaches to classical music performance.

WE DON'T MAKE PERFORMANCES ALONE

we perform at our best when the people we work with and play for feel welcome, included and empowered. As a group of performers, we have a strong sense of community, and we aim to ensure all our collaborators and audiences feel part of this community when interacting with us. We create work open-mindedly and with a desire to learn, share, and see the world from diverse perspectives.

WE EMBRACE INTENSITY

we want each of our projects to have a unique creative energy. There is no such thing as a 'standard' Scottish Ensemble performance; we go all-in on whatever we are creating.

WE HOLD OURSELVES TO ACCOUNT

we communicate honestly and respectfully; acknowledge when we don't succeed; tackle challenges head on; and act responsibly on global issues. You can trust us to have high standards in everything we do.

Key information

Job Title

Wellbeing Programme Manager

Hours

Part time contract (21 hours/week) + evenings and weekends during touring projects as required, initially for a fixed two-year term, with the possibility of extension depending on programme development and future funding

Location

CCA, 350 Sauchiehall Street, Glasgow G2 3JD

Reports to

General Manager

Key terms

- Salary £27,000/annum, (£16,200 pro-rata)
- 22 days annual leave (13.5 pro-rata) rising by 1 day per year of service to a maximum of 28 days (17 pro-rata) + 11 (7 pro-rata) public holidays
- Auto-enrolment into SE's contributory pension scheme (it is possible to opt out of this), provided by NEST
- To start as soon as possible (dependent on any relevant notice periods with current employer)
- Flexible conditions (eg. working from home, flexi-hours)

Role purpose and role dimension

To develop and lead Scottish Ensemble's 'Music for Wellbeing' programme – forging and nurturing partnerships across education, healthcare, not-for-profit and commercial sectors; developing content and delivery models; maintaining a cycle of continuous evaluation and improvement; and collaborating on research and impact assessments projects

Key external contacts

- Programme partners including:
- Maggie's Centres
- Healthcare providers
- Primary and secondary schools
- Mindfulness practitioners
- Mental health charities
- Programme development partners including:
- Corporate partners
- Funders supporting this work
- Facilitators and project staff

Key internal contacts

- Chief Executive
- Scottish Ensemble musicians
- Artistic Director
- Head of Artistic Planning
- Development Officer

Financial dimensions

Responsibility for programme budget and monitoring all related project expenditure. Ensuring appropriate use of funding in line with funders' expectations

Key areas for decision making

- Programme development
- Partnerships
- Evaluation methodologies
- Logistics and delivery

Role Scope

Key Result Areas

Key Tasks

Programme Development (55%)

- With the Chief Executive, building on SE's existing Music for Wellbeing work and commitments to funders, developing a distinctive, impactful programme through which SE's reputation will grow
- Partnership and relationship building with organisations supporting target beneficiaries (e.g. in healthcare, education)
- Developing workshop formats, content and presentation options, in collaboration with SE's musicians
- Refining and increasing SE's skills in participant-led programme design
- Developing an evaluation framework to increase our ability to capture data on impact and reach across the programme, contributing to effective feedback systems and participant-focused, data-driven strategic decision-making
- Collaboration on embedding SE's EDI Action Plan objectives into the programme
- Sector research and engagement to identify best practice examples and bring knowledge of this into SE
- Potential collaboration on multi-partner research projects on the impact of music on wellbeing / mental health

Project Delivery (30%)

- Project delivery and touring is strongly supported by the Planning and Production team, however the Wellbeing Programme Manager will be expected to have oversight of key delivery areas, including:
- Effectively integrating the Music for Wellbeing programme into SE's calendar, considering partner and internal scheduling
 - Partner liaison and participant support, including attendance at programme events (this may also include some on-the-road tour management, e.g. transporting equipment/personnel)
 - Working with musicians, project partners, external facilitators and workshop leaders (if relevant) on project objectives, content and outcomes
 - Contributing to project risk assessments; ensuring PVG compliance; Health & Safety planning
 - Implementing evaluation systems and collating data and feedback
 - Coordinating year-round engagement with programme partners whenever possible, working with marketing colleagues to devise and implement audience development initiatives

Fundraising (10%)

- Working with Development colleagues to identify opportunities for support for the Music for Wellbeing programme
- Providing data, evaluation and feedback to contribute to reports to funders
- Adapting the programme to suit businesses looking to support team/staff wellbeing

Other (5%)

- Contributing to general organisational strategy and planning, as part of a collaborative working environment

Person Specification



Essential knowledge, skills and experience

- Minimum three years' experience in a relevant role – this could be within an arts organisation, another charity, education or any other relevant context; we are looking for demonstrable experience of planning wellbeing / social impact projects or arts engagement projects
- Project management experience, ideally in a performing arts and / or touring context
- Passion for music / arts
- Interest in / understanding of the impact of the arts on health, mental health and/or wellbeing

Desirable knowledge, skills and experience

- Experience managing projects with young people or vulnerable individuals
- Understanding of Scottish Government culture and / or wellbeing policies
- Experience of managing budgets

Desirable attributes

- Strong communication and interpersonal skills
- Ability to build positive and constructive relationships – this role depends on a lot of partnership building, so we are looking for a natural collaborator
- High levels of self-motivation and ability to work independently coupled with a strong collaborative team work ethic
- Exceptional attention to detail

Special conditions

- You must be eligible to work in the UK

While the above specification represents our ideal mix of skills and experience for the role, we welcome applications from those who meet a majority, but not all, of the skills/experience outlined.

How to apply

To apply, please send your CV, accompanied by a cover letter of no more than 2 pages, to the email address below by 2pm on 21 July 2023.

In the cover letter, please respond to the following prompts, which will help you to evidence your suitability for this role:

- Please tell us about a project you have managed that you think has provided you with skills and knowledge appropriate for this position
- Please tell us how you like to build relationships and what strategies you have for ensuring the people you work with trust you and like to work with you
- Please give us an example of a time when your attention to detail has made a significant difference to a project success or a system's efficiency

We want all candidates to be able to present themselves as strongly and naturally as possible – we want to hear about you and to get a sense of how you would like to do this role, so please do let us know about anything we could do as a company to support you through this process.

As some examples:

- You may send a video or audio recording in place of a cover letter if you wish. (Please keep this to no more than 5 minutes in length)
- If your personal circumstances mean you need a little bit longer to prepare your application, please let us know well in advance of the deadline and we may be able to accommodate this
- If, for any reason, there are times of day when you are better able to attend an interview, we will do everything we can to make this possible

The building where our offices are based, and where we will hold interviews, is accessible and easily accessed by public transport. We can also offer virtual interviews if preferred.

Finally, as part of our commitment to a fair recruitment process, we ask that you remove / redact the names of any educational establishments from your CV and cover letter. All applications will be anonymised before shortlisting occurs.

Interviews will be held on Friday 28 July 2023, subject to candidate availability.

Applications should be sent to: tom.lovatt@scottishensemble.co.uk

We also request that you complete our [Equality, Diversity and Inclusion Monitoring Form](#) – all data is gathered anonymously. This data helps us to reflect on whether our recruitment processes are attracting and reaching a diverse range of candidates, and adapt our processes and language accordingly.

Thank you for your interest in this role...and good luck!