



# FUTURE YARD

## ROLE + RESPONSIBILITIES

Job title:	HEAD OF SKILLS + LEARNING
Job Purpose:	<p>To ensure the high-quality, efficient delivery of Future Yard's skills and learning programmes. These include Mosh Tots, New Noise and Sound Check, which together form our 'cradle to career' skills and learning pathway. You will lead the teams and support partners delivering each programme, ensuring high quality learner and participant experiences, consistent with agreed budgets and achieving agreed outcomes. As a member of our Senior Leadership Team (SLT), you will work in partnership with the Future Yard CIC Board to shape strategy related to your department.</p> <p>You will also ensure that activities are delivered whilst adhering to all relevant health and safety, risk management, safeguarding, welfare and fire safety policies and in a secure environment. We expect management to lead from the front and set a high standard for all our staff.</p> <p>To undertake your responsibilities in a manner consistent with Future Yard's <a href="#">Mission &amp; Values</a> (link).</p>
Reporting to:	The post reports to Craig Pennington (Future Yard CIC Chief Executive) and is part of the venue's Senior Leadership Team (SLT).
Terms and Hours of Work:	<p>Full Time (40hrs per week), Permanent</p> <p>Work pattern; Mainly (9am)10am - (5pm)6pm, Mon-Fri, but with at least 1 x operational shift per week outside of this, with flexibility.</p> <p>Our programmes run across midweek evenings (Sound Check) and weekends (Mosh Tots, New Noise). Though you will not be delivering the programmes, we expect our Head Of Skills &amp; Learning to have a</p>

	presence across delivery, supporting your team.
Salary:	Pay Band D (Senior Management) between £27,040 and £39,520.

Key  
Responsibilities:

You are responsible for the high-quality, efficient delivery of Future Yard's skills and learning programmes, ensuring all participants have a fantastic experience, consistent with our Mission + Values. These programmes including Mosh Tots, New Noise and Sound Check, which together form our 'cradle to career' skills and learning pathway.

You will lead the teams delivering each programme, which includes our New Noise Youth Programme co-ordinator, Mosh Tots co-ordinator, Sound Check Development Coaches and relevant external partners, including The Learning Foundry.

You will directly line-manage these departmental managers and co-ordinators, with regular agreed 1-1s, setting clear targets and priorities. This also includes approving leave requests, managing staff sickness, and HR responsibilities. When working with delivery partners such as The Learning Foundry, this will involve working in partnership to provide operational management of teams.

Through collaboration with your team and effective planning, you will ensure effective and on-budget delivery of our activities at all times, in a manner which sees us release agreed outputs for each programme.

In turn, you will support your departmental managers in their HR responsibilities as they support and effectively manage their teams, along with developing and evaluating programme content.

As a member of our Senior Leadership Team, you will work in partnership with the Future Yard CIC Board to shape strategy related to your department. This will include the development of a new Children and Schools Strategy, as we look to develop new models for how we support music provision for children in our community, adding value to schools curriculum and extra-curricular offers.

You will develop, work within and constantly seek to improve Future Yard's established systems and workflows for operational delivery across our activities, ensuring they are effective and fit for purpose.

You will be committed to achieving stated strategic priorities and always seek to deliver our activities on budget, in a cost

effective and financially prudent manner.

You will create, manage, oversee and update processes for the successful delivery of programmes, inc. (but not exclusively) event plans and reports, session plans, event specific risk assessments as required. You will play a key role in shaping the strategic approach to these processes as they evolve over time.

You will work closely with your colleagues in the Senior Leadership Team and across the organisation, embracing a collaborative, knowledge sharing approach and ensuring our programmes are successfully delivered from an operational perspective.

You will act as the organisation's deputy safeguarding lead, following Future Yard's safeguarding policy and undertaking training when necessary.

You will be required to oversee data collection and produce reports for the programmes delivered within your department at agreed intervals to agreed formats and structures. This is essential for Future Yard to meet its responsibilities to our funders and partners.

On occasion, you may periodically take part yourself in Future Yard's programmes, sharing your skills with our Sound Check, New Noise, Promoter Collective and other programme groups.

You will take an active role in the Senior Management Group at Future Yard, attend meetings as required and contribute to the successful running of the organisation.

You will undertake 1-1s and PDRs with employed members of your team, supported by your line manager as required. You will also take part in the recruitment process within your department.

Your responsibility includes all Future Yard skills and learning activities, both in-venue and out-of-venue projects (inc. festivals and large events).

This list is not exhaustive. You will from time to time be required to undertake tasks outside those described, in a manner which is reasonable.