



# FUTURE YARD

## ROLE + RESPONSIBILITIES

Job title:	Skills + Learning Programmes Manager
Job Purpose:	<p>The role oversees the operational management and administration of Future Yard's music education and related programmes, collaborating on growth and development.</p> <p>To undertake responsibilities in a manner consistent with Future Yard's <a href="#">Mission &amp; Values</a> (link).</p>
Reporting to:	Stu Nicholls (Head Of Skills + Learning)
Terms and Hours of Work:	<p>Full Time (40hrs per week), Permanent</p> <p>Work pattern:</p> <ul style="list-style-type: none"><li>- Office based at Future Yard CIC (Argyle Street, Birkenhead CH41 6AB), with potential travel locally for visiting schools and partners in Wirral.</li><li>- Mon-Fri, with flexible start / finish times (starting between 9am-10am and finishing between 5pm-6pm).</li><li>- Some evening and weekend work may be necessary from time to time, in line with the needs of programmes (e.g. Mosh Tots on Sunday mornings)</li></ul> <p>Flexible and hybrid working opportunities possible where appropriate.</p>
Salary:	Pay Band C: Anticipated starting salary £27,967 - £30,000 (depending on experience).
Requirements	You will require access to a laptop and use of a phone in order to undertake your role. Future Yard operates a workplace tech scheme, should this be required.

Key Responsibilities:	<p><b>Programme Management and Delivery</b></p> <p>Taking operational ownership of Future Yard’s Skills + Learning programmes, ensuring high-quality, consistent delivery and continuous improvement across all strands, including Schools Programme, Mosh Tots, Band Clubs, Instrumental Lessons, New Noise, Sound Check and emerging projects.</p> <p>Providing day-to-day operational management of programme delivery, acting as the first point of escalation for practitioners, partners and internal teams regarding delivery, logistics and learner experience.</p> <p>Overseeing delivery schedules, session planning, enrolment and capacity management, ensuring programmes are well planned, clearly communicated and sustainably delivered.</p> <p>Managing the planning and ensuring effective on-the-day delivery of events, performances, showcases and trips, maintaining high standards of organisation, safety and participant experience.</p> <p><b>Practitioner Management and Team Support</b></p> <p>Managing and supporting freelance practitioners, ensuring they are appropriately briefed, scheduled, resourced and supported to deliver work aligned with Future Yard’s values and quality standards.</p> <p>Maintaining clear, consistent communication with practitioners, including timetables, resources, safeguarding procedures and operational expectations.</p> <p>Supporting quality assurance, reflection and continuous improvement through observation, feedback and collaborative development.</p> <p><b>Systems, Administration and Data</b></p> <p>Managing the development and continual improvement of administrative systems, digital tools and workflows that support efficient delivery and a high-quality learner experience.</p> <p>Working with the Head of Skills + Learning to manage programme data, evaluation and reporting, ensuring accurate records across enrolment, attendance, feedback and outcomes.</p> <p>Ensuring programme documentation is current and compliant, including registers, risk assessments, safeguarding records, contact logs and other documents.</p> <p>Collaborating on the management of websites and mailing lists.</p>
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	<p>Overseeing the effective use of digital tools for timetabling, sharing calendars, online registers and payment systems.</p> <p><b>Finance and Sustainability</b></p> <p>Ensuring effective monitoring of programme income and expenditure, collaborating with the Head of Skills + Learning to ensure financial sustainability, accuracy and accountability.</p> <p>Overseeing programme-related income streams, including subscriptions, tuition fees and ticketed activity, supporting forecasting, reconciliation and operational financial processes.</p> <p>Supporting informed decision-making by linking delivery, capacity and income considerations.</p> <p><b>Safeguarding and Inclusion</b></p> <p>Managing safeguarding practice within Skills + Learning provision, embedding Future Yard's safeguarding policies and inclusive values across all activity.</p> <p>Acting as primary Deputy Designated Safeguarding Lead, working closely with the DSL and other DDSLs to support children, young people and vulnerable adults, ensuring concerns are managed and recorded appropriately.</p> <p>Championing inclusive practice, ensuring programmes are accessible, welcoming and responsive to the needs of diverse participants and communities.</p> <p><b>Communication, Partnerships and Representation</b></p> <p>Acting as a key operational contact for schools, parents, partners and community organisations, maintaining professional, warm and consistent communication.</p> <p>Representing Future Yard in external meetings with schools, funders and partners, contributing to strong relationships and identifying opportunities for collaboration and growth.</p> <p>Working closely with Audiences and Marketing to support programme communication, promotion and celebration.</p> <p>Developing and contributing to copywriting and social media content where appropriate to support visibility and impact.</p> <p><b>Organisational Contribution</b></p>
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	<p>Contributing to the ongoing development and innovation of Future Yard's Skills + Learning offer.</p> <p>Attending and contributing to team meetings, planning sessions and development days.</p> <p>Undertaking other reasonable duties in line with the nature and seniority of the role.</p> <p><b>Role Summary</b></p> <p>The Skills + Learning Manager is a key management role within Future Yard, holding operational responsibility for the delivery, administration and safeguarding of our music education and participation programmes. Working closely with the Head of Skills + Learning, the post-holder ensures programmes are well run, financially sustainable, inclusive and impactful, while supporting practitioners and building strong relationships with partners and communities.</p> <p><b>Representing Future Yard</b></p> <p>As a core member of the Skills + Learning department, you represent Future Yard both in your work and beyond. You are expected to uphold its values of inclusivity, creativity, and community, ensuring that every interaction—whether on stage, in educational settings, or in daily life—reflects the ethos of Future Yard. Your actions, both online and offline, should positively contribute to the organisation's reputation, fostering an inspiring and welcoming environment for all.</p> <p>Read more about Future Yard's <a href="#">Mission + Values</a>.</p>
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