



February 2023

WE ARE RECRUITING!

We are looking for dynamic, forward-thinking people to join us in the next exciting phase of OPUS Music CIC's (OPUS') development.

- **Does the potential of the role that The Arts, and especially music, play within health and social care motivate and excite you?**
- **Are you passionate about co-creating accessible, inclusive and relevant opportunities for everyone to engage in cultural activity as part of their health and wellbeing?**
- **Would you like to join us in developing our established practice within acute care into community settings?**
- **Are you pro-active and ambitious, and would relish the opportunity to work as part of the OPUS leadership team?**

CONTEXT

We are building capacity within our leadership team through the creation of new roles to deliver our bold ambitions within the Music in Health/care sector. These roles are supported by our successful application to be a National Portfolio Organisation (NPO) of Arts Council England (ACE). The new roles will sit alongside the existing roles of Chief Executive (FT) and Marketing and Communications Manager (PT).

For further context and background to OPUS, please refer to the 'OPUS information Feb 2023' document.

ROLES AVAILABLE

We have identified roles and the expected duties within these as detailed below, however, we are keen to tailor these to the skill-sets and experience offered by applicants. We are open to exploring how what you bring may fit across part of, or across numerous roles identified below.

Let's create a role together that fits you, and what you will bring to OPUS.

1. Project Manager/Co Producer (3 days per week)

- Managing day to day programmes
- Maintaining operational relationships with project partners
- Fundraising (including grant-writing) according to future programme needs
- Networking within the Arts and Health 'world'
- Monitoring and reporting on day-to-day progress and impact
- Acting as Company Manager as required to carry out additional tasks relating to governance and/or reporting

2. Training and Learning Manager (2 days per week)

- Promoting training programmes for health/care staff and musicians (in partnership with the Marketing and Communications Manager)
- Tailoring training programmes to meet the needs of partner organisations
- Continually developing training offers to fit the needs of our clients
- Engaging new audiences with our training offers
- Resourcing training programmes and coordinating with our team of Trainers
- Ensuring the learning from across programmes is shared within OPUS, seeding organisational development
- Seeking and participating in wider opportunities for organisational learning, and for the dissemination of OPUS' learning

3. Finance Manager (1 day per week)

- Maintaining up-to-date accounting records
- Providing the Chief Executive and Board with regular management and other financial reports as required
- Ensuring that financial reporting is in-line with the requirements of funders, including Arts Council England
- Managing payments to Leadership and Artistic teams along with other service providers
- Ensuring the timely delivery of invoices to, and payment from those in receipt of OPUS' services
- Liaising with the appointed external accountant as required

PERSON SPECIFICATION

Essential	Desirable
Experience	
Experience of engaging proactively with a wide range of stakeholders and audiences (roles 1 and 2)	Experience of engaging with stakeholders and audiences within health and social care (roles 1 and 2)
Relevant experience within a related field	Previous administrative experience in the Arts
Administrative experience and track record	
Knowledge	
Knowledge of the rapidly evolving Arts and Health world (roles 1 and 2)	Knowledge of Music in Healthcare practice and/or training (roles 1 and 2)
Knowledge of administrative tools available to support the delivery of the role	Knowledge of systems/structures within health and social care (roles 1 and 2)
Skills	
Excellent communication skills – verbal and written	
Ability to create positive working relationships with a wide range of individuals, organisations and stakeholders	
Proficient in Microsoft Office applications including Teams, Word, Excel and Outlook plus excellent literacy	Experience of using other software packages/solutions as required of the role
Personal Qualities	
Able to use own initiative as well as work within provided guidelines	
Self-starter, methodical, able to meet deadlines and manage own time effectively	
Access to computer, printer and telephone	
Strong ethics, including capacity for handling confidential data	
Equalities	
Understanding and commitment to equality, diversity and inclusion	

FEES

The roles are offered on a on a flexible, self-employed basis with a fee available of £150 per day across 48 weeks of the year. The number of days engaged per week will depend on which role(s) and/or duties you are able to fulfil.

PLACE OF WORK

You will need to work from your own base and provide all facilities such as own computer, printer, broadband connection and telephone. No additional fees are available to cover costs associated with equipment/office base. We expect the Project Manager/Co Producer to be based locally within the East Midlands. Other roles/duties may be deliverable from elsewhere within the UK.

CONTRACT

The appointment will start as soon as possible with the role currently anticipated to run until 31 March 2026. The contract will include a 3-month probationary period, at the end of which either party may terminate the contract.

EQUALITY AND DIVERSITY

We warmly welcome applications from those who are significantly underrepresented in our organisation and sector, including disabled people, and individuals from LGBTQIA+, Black, Asian and Global Majority Communities. Anyone identifying as being from these communities and meeting the minimum criteria will automatically be offered an interview.

HOW TO APPLY

Please send a letter of application detailing what you think you could bring to OPUS (no more than 2 sides of A4), with an accompanying CV, including the names of two referees to nick@opusmusic.org. References will only be pursued after the conditional offer of a role.

Please direct any questions to Chief Executive Nick Cutts. You are very welcome to call or email to discuss a potential application.

nick@opusmusic.org

Tel: 07786 157515

Your application should arrive no later than 5pm on Monday 20th March.

We will inform candidates who have been shortlisted for interview on Friday 24th March.

Interviews will be held via MS Teams on Monday 27th March and Wednesday 29th March (please indicate your availability for these dates on your application).