**Logo

Description automatically generated**

**July 2023**

**We are recruiting: TRAINING and LEARNING MANAGER.**

* **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 music as part of health and wellbeing?**
* **Would you like to join us in developing and communicating our established training programmes for Musicians and Health and Care professionals within acute care and in community settings?**
* **Are you pro-active and ambitious, and would relish the opportunity to work as part of the OPUS Co-Production team?**

**CONTEXT**

We are building capacity within our leadership team through the creation of this new role to deliver our bold ambitions within the Music in Health/care sector. This role is 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), Co-Producer/Project Manager (PT), Marketing and Communications Manager (PT) and Finance Manager (PT).

The role will be supported by our experienced team of Healthcare Musicians/Trainers who will deliver the training.

**For further context and background to OPUS, please refer to the ‘OPUS information June 2023’ document.**

**THE ROLE**

**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 (Trainers, equipment, consumables etc.) 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

NOTE: Whilst experience of training delivery would help in carrying out this role, you will NOT be expected to deliver training (to either musicians, or to health and care practitioners) as part of this role.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| **Experience** | |
| Experience of engaging proactively with a wide range of stakeholders and audiences | Experience of engaging with stakeholders and audiences within health and social care |
| 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 | Knowledge of Music in Healthcare practice and training |
| Experience in developing training offers for a wide range of audiences | Experience of training development in the field of Arts and Health |
|  | Knowledge of systems/structures within health and social care |
| **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 role is offered on a on a flexible, self-employed basis with a fee available of £150 per day for two days per week across 48 weeks of the year. We MAY choose to offer some additional time for the role over the first three months subject to the successful candidate having capacity.

**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. This role may be delivered from anywhere within the UK, though we particularly encourage applications from people based within 50 miles of our administrative base near Alfreton, Derbyshire.

**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.](mailto:nick@opusmusic.org) We will also accept a video (no more than 5 minutes) of you talking to camera to give this information if you prefer to present your application in this way. References will only be pursued after a conditional offer.

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](mailto:nick@opusmusic.org)   
Tel: 07786 157515

Your application should arrive no later than **5pm on Friday 25th August**.

We will inform candidates who have been shortlisted for interview on **Thursday 31st August**.  
  
Interviews will be held via MS Teams on **Thursday 7th September**. Please indicate your availability for this date on your application.