

East Anglian Traditional Music Trust

Operations Manager-Job Pack

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WELCOME

This is a great time to join EATMT, which will be celebrating its 25th anniversary next year in 2025. It has just completed a massive project, Vaughan Williams Folk for the National Lottery Heritage Fund who applauded the delivery, its wide-ranging involvement of young people and the extensive evaluation.

For the last few years the Trust has been superbly steered by Alex Bartholomew who had previously spent more than a decade learning the job under our founders John and Katie Howson. Now that it's time for her to concentrate on other things, it's your chance to join this wonderful organisation, which has so much support from our Friends and audiences.

We are in good financial health, ready for the challenge of another Heritage Fund project and looking forward to Traditional Music Day on September 21st in its new home in the very centre of Stowmarket.

We are aware that this is a big role to deliver in only two days per week but have in progress a number of new funding applications that will give us additional administrative and management help, plus volunteers who help with day-to-day bookkeeping.

We look forward to receiving your application at eatmtboard@gmail.com by 30th September 2024. I'm happy to answer questions and discuss the role if you email me on the address above to arrange a time to chat.

Ivan

Ivan Cutting, Chair of East Anglian Traditional Music Trust.

INTRODUCTION

ABOUT US

The East Anglian Traditional Music Trust is a registered charity based in Suffolk, which aims to promote awareness of and participation in the folk music traditions of East Anglia. It is renowned for its Traditional Music Day, instrument workshops, celebration of the folk traditions of the region and for its innovative approach to young talent development through the Ruddock Bursaries.

East Anglia has a rich seam of traditional music and has provided inspiration for composers such as Ralph Vaughan Williams, and been the subject of many recordings, books and articles.

The Trust is based at Red Gables (Stowmarket), after many years at the Museum of East Anglian Life (now The Food Museum), where the Administrator/ Operations Manager and volunteers run the office and archives of the organisation in the heart of Suffolk with the strong support of Mid Suffolk District Council and Stowmarket Town Council.

To date the Trust has offered an inclusive programme of community and education projects and a much-loved local calendar of events, whilst activities at a national level have seen wider, younger and even international audiences honouring, enjoying and participating in East Anglia's traditional music offering, both within the region and beyond.

HISTORY

The Trust was set up in 2000 by John & Katie Howson following their research and recordings over the previous two decades. Their creation of Traditional Music Day, a national focus for traditional folk music, and subsequent awards of Gold Medals from EFSS sums up their achievement.

The Trust survived the pandemic through online presentation and new ways of presenting work. Our current programme includes Sunday afternoon Sessions in village halls, More Than Melodeons Saturday, Stepdance Day, and climaxes with Traditional Music Day (TMD) in the heart of Stowmarket with an extraordinary wide programme of talks, sessions, concerts and workshops, from an eclectic mix of Morris sides in the town square to the final concert in The John Peel Centre.

In 2022-24 we mounted a vast project, Vaughan Williams Folk that included an extensive schools programme, activities across four counties and a memorable concert of eight young folk musicians and composers at TMD 2023.

We now have a new Mission Statement, an appeal for new Board Members and a business plan in readiness for a further Heritage Fund application to expand TMD to a full weekend and secure the Resilience of this organisation for another 25 years.

MISSION STATEMENT

“In 2030, the East Anglian Traditional Music Trust will be maintaining engagement and participation in the song and dance traditions of the communities of East Anglia, through a well-planned and resourced programme of events across the counties of Norfolk, Suffolk, Cambridgeshire and Essex. It will encourage transmission of these traditions and a sense of belonging through its activities, which will be delivered by its team of staff and volunteers across the region, with a focus on market towns and grassroots communities.”

Our Strategic Aims to realise this vision:

1. Secure funding for core/development activities and projects
2. Strengthen the board of trustees (in number, diversity and skills) and build the staff and volunteer team
3. Continue to co-ordinate a programme of events and a pipeline of projects
4. Strengthen the trust's region-wide presence, particularly outside Suffolk, through on-the-ground presence and partnerships
5. Enhance the reach and visibility of the trust through a communications plan



JOB BRIEF

Job Title: Operations Manager

Reports to: Board of Trustees

Reporting Staff: Additional staff funded by projects

Primary purpose: Managing and undertaking administrative functions, including marketing, finance and operational activities in support of the East Anglia Traditional Music Trust and its goals.

Contract: Permanent (6-month probationary period)

Time Commitment: 15 hours/ week

Remuneration: £30k pro rata (0.4 fte - Actual pay £12,000 per year)

Pension: 6% of salary (employer contribution)

Annual Leave: 0.4 of 25 days per year, plus national holidays.

Responsible to: The Chair/ Board of Trustees

Liaison with: Trustees, volunteers, artists, funders, external organisations

Start: 1st November 2024 or soon after.



JOB DESCRIPTION:

** indicates task may have assistance from additional staff from funded projects*

EVENT ORGANISATION

- Promoting and booking of EATMT events*
- Negotiating with venues, stall holders, traders and service providers.
- Ensure all legal requirements, including health and safety, protection of children, environmental sustainability and equal opportunities, partner approval, event plans and risk assessments are complete, approved and shared with relevant partners and stakeholders
- Pursuing new performance and earning opportunities*.
- Pursuing new opportunities for community, outreach and education work
- Preparing proposals*
- Preparing budgets*
- Managing relationships with project partners.

MARKETING

- Developing the widest possible audience for The Trust's work, particularly amongst those people living in East Anglia.
- Producing all marketing material including press releases, advertisements, booking leaflets, posters and other print-based items.*
- Producing EATMT e-mail newsletter.
- Managing databases, ensuring compliance with data protection requirements.
- Developing and maintaining the Trust's presence on social media.
- Maintaining and updating the website – writing, image selection etc.
- Preparing and delivering project presentations*

FINANCE

- All aspects of the Trust's banking, including bank reconciliations, financial records and budgets, issuing invoices/ statements and banking deposits
- Inputting records into our Xero computerised book-keeping
- Maintenance of hours / annual leave records as appropriate
- Fundraising for core and additional projects where necessary
- Supplying figures for Board Treasurer reports and audit or finance examination.

BOARD

- Maintenance of good relations and communications with the Board of Trustees.
- Preparation and circulation of agendas, papers and draft minutes.
- Attending, minuting and contributing to Board meetings
- Updating Charity Commission.

REPRESENTATION & LIAISON

- Representing the Trust at meetings, conferences and regional or national bodies.
- Logging current regional, national and international developments in traditional music.
- Maintaining the good reputation of the Trust in all dealings with the general public: with telephone enquiries, visitors to the office. First point of contact at Trust events.

MANAGEMENT & ADMINISTRATION

- Management and recruitment of artists and volunteers. (*on large events)
- Issuing of contracts and monitoring conditions of service for artists and volunteers.
- Ensuring appropriate safeguarding checks.
- Ensuring adequate insurance cover is maintained for all areas of operation.
- Manage and report efficiently on project budgets.
- Maintaining budgets and spreadsheets up to date; processing bookings
- Manage documentation, monitoring and evaluation of projects, and archiving, including report writing *
- Ensuring that a photographic archive of the Trust's events is kept up to date
- Answering email and telephone queries.
- Day to day office administration requirements - maintaining electronic and paper filing systems, contacts information and personal time sheets, work plans etc.

VOLUNTEER CO-ORDINATION

- Administering and developing the office volunteer programme, scheduling office-based volunteers, maintaining record of tasks undertaken, time donated etc.
- Allocating tasks: Friends Membership programme / database / standing order and gift aid schemes etc / collections organisation / instrument hire programmes .

GENERAL

- Smooth running of the office and maintaining efficient systems.
- Managing the hire system, ensuring instruments /maypole are in good condition.
- Maintain and develop the Trust's archives and resources, making them available in appropriate formats
- Arranging education and outreach workshops, talks and projects. *
- Other duties as assigned.



PERSON SPECIFICATION

Attribute	Area of expertise required		Degree of expertise
	*** Advanced	** Good	
Knowledge	East Anglian traditional music, song, dance and customs		*
	The UK folk scene		*
	The arts & cultural sector		**
	Event management		***
	Health & safety, First Aid, safeguarding & other relevant legislation		**
	General cultural funding and policy		*
Skills	Communication skills, incl. very high standards of written & spoken English		***
	ICT incl. standard software packages, websites & social media		***
	Presenting to a variety of groups incl. education, media, community, funders & cultural professionals		**
	Financial skills proven in successfully planning, managing & reporting on core & project budgets		***
	Ability to find & seize opportunities		**
Experience	Working in an arts or cultural environment		**
	Developing & running events		***
	Promotion or marketing of events & organisations		***
	Managing volunteers, preferably in an arts or cultural organization		***
	Education & outreach activity		*
	General administration, personnel & financial management		**
	Writing successful funding applications		**
	Work to flexible schedule incl. some weekends, Bank Hols & evenings		**
Additional	Access to a vehicle & able to travel to events/activities/meetings		***
	Work independently and be proactive		**
	Work as part of a diffused team		**

Please apply with an attachment detailing why you would be suitable for this job, meet the person specification and a current CV with full details of address and contact numbers. Please label the attachment SURNAME-Admin app. *We will also be issuing a survey document in due course and would ask that this be attached separately labelled INITIALS-admin survey.*

Expressions of interest and Questions? Please email the EATMT Board at eatmtboard@gmail.com to arrange a conversation with our Chair, Ivan Cutting.

Closing date for applications to eatmtboard@gmail.com : 5pm Monday 30th Sept 2024

Interviews: Tuesday 15th or 22nd October 2024.