

Role Profile

Job Title:	Business & Development Manager	Grade: 10	Spinal column point range:
Department:	School Improvement	Post no:	39309
Directorate:	Children & Families	Location:	Music Service Office & Perceval House

Role reports to:	Head of Ealing Music Partnership
Direct Reports:	Music Hub Administrator, Projects & Resources Assistant, Music Service Apprentice
Indirect Reports:	Not Applicable
<i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i>	

JOB DESCRIPTION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

PURPOSE OF ROLE:

- To ensure the integrity of the accounting systems at the music hub and that the financial and management accounts are produced in accordance with LB Ealing and external funding agencies requirements.
- To ensure business growth, leading on fundraising, income generation and raising of service profile.
- To supervise the financial and administrative systems, ensuring the continued development of the music hub as a sustainable business unit.

KEY ACCOUNTABILITIES:

- **Business Management**
 - To Assist the Head of Service to set the annual budget and monitor all income and expenditure against this.
 - To create monthly management accounts for the music hub that enables proper accounting for the core activities of the Service.
 - To report monthly to the LB Ealing on the financial position of the Service.
 - Maintain an overview of all back-office functions of the hub.
 - Make accurate and timely financial information available to both LB Ealing and the external funding agencies.
 - Ensure all finance procedures are fit for purpose and up-to-date.
 - Be the first point of contact for all suppliers and contractors, ensuring the service receives good value for money in all areas.

- **Monitor and manage the Service Level Agreements (SLA's) and day-to-day issues for services to schools**
 - Be the first point of contact for Head Teachers and Music Coordinators and keep an overview of the provision in each school to ensure that Service Level Agreements are effectively managed.
- **Fundraising**
 - Identify additional fundraising opportunities for both Ealing Music Partnership (EMP) and the to-be-established Ealing Music Trust (EMT).
 - Draft bids, funding documents and letters to potential funding bodies.
 - Ensure all funding bodies receive accurate, timely reports and good relationships are built and maintained.
 - Conduct market research to ensure that the service understands clients' needs and identify areas for growth.
 - Oversee all marketing and communication functions ensuring that the EMP brand is developed and maintained.
- **Supervise the administrative team**
 - To act as the senior admin officer and to supervise the day-to-day work of the administrative team, ensuring all tasks are effectively carried out and deadlines are met.
 - Provide direct support to the leadership team and maintain the office diary.
- **Oversee all day-to-day communication with schools and parents**
 - Ensure that all enquiries to the office receive accurate information about services on offer and that good relationships are maintained with all clients and partner organisations.
- **Carry out all work with sensitivity to equal opportunities and diversity by:**
 - Maintaining an awareness and specific needs of diverse cultures.
 - Ensuring all work is carried out with sensitivity to equal opportunities and diversity policies.
 - Adjusting working practice to assist those with special needs of any kind, including language or physical assistance.

KEY PERFORMANCE INDICATORS:

- To create proper accounting systems for the Music hub.
- To manage all business and administrative systems efficiently.
- To maintain accurate financial records and management accounts for the LB Ealing and the external agencies.
- To ensure that effective relationships are maintained with school and all partner organisations.
- To ensure that all fundraising opportunities are secured.
- To ensure that all income generation and appropriate expenditure reduction opportunities are secured.

- Ensure that deadlines are met whilst ensuring that workload is fairly distributed amongst the administrative team.
- To manage all business and administrative systems efficiently.
- To ensure that the image and brand of EMS and EMT are developed and maintained.
- To ensure that events are well publicised and that audiences and guests feel welcomed.

KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):

- Hub Lead, Assistant Heads of Service, Chair of Ealing Music Trust, ACE Relationship Manager, Administrative Team, Head Teachers & Music Coordinators. LB Ealing Finance

AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):

To supervise up to 3 administrative staff

Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES:

1. Proven ability to set and maintain a complex budget up to £1.5m and knowledge of accounting concepts.
2. Good attention to detail and desire to ensure that systems are well maintained enabling the organisation to have sound financial procedures.
3. Proven ability to develop and maintain positive relationships with a large client base and partner organisations.
4. Proven ability in fundraising.
5. Proven ability in increasing income and reducing expenditure, as appropriate.
6. Good knowledge of Music Education or arts management.
7. Ability to supervise and support up to 3 administrative staff.
8. IT Skills including advanced/intermediate skills in Word, Excel, Access and the Internet.
9. Good verbal and written communication skills.
10. Ability to take a creative and flexible approach to the work of the Service.

11. Demonstrable commitment to the Council's Equal Opportunities and Diversity Policy.

Essential Qualification(s), Experience and Registration (e.g. HCPC)

1. A first degree or relevant experience.
2. Experience of a range of finance functions including maintaining a set of accounts, producing management reports and ensuring good systems of basic financial processes such as invoicing, purchase orders etc.
3. Experience of working with minimal supervision.
4. Experience of working in a, charity or music / arts environment.
5. Experience of positive teamwork and supporting staff.

Values & Behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards