

JOB DESCRIPTION

Job Title	Octagon Music Hub Manager			
Directorate	Education			
Reporting to	Head of Service, Curriculum and Training			
Grade	Grade 8			
Evaluation ref	RP239	Job ref:	Family	
Role purpose				
<p>The Octagon Music Hub Manager is a strategic leadership role responsible for the development, delivery, and sustainability of a high-performing, inclusive Music Hub, serving approximately 197,000 children and young people across Somerset and Dorset.</p> <p>This role combines visionary leadership in music education with robust commissioning and service management expertise, ensuring that all children and young people, including those with special educational needs and disabilities (SEND), have access to high-quality, diverse, and progressive music education opportunities.</p> <p>The post holder will play a pivotal role in shaping a vibrant, collaborative music education ecosystem that reflects the diverse needs, identities, and aspirations of young people across both counties.</p> <p>The postholder will lead the implementation of the Local Plan for Music Education (LPME), oversee commissioning frameworks, and manage strategic partnerships with schools, cultural organisations, funders, and community stakeholders. They will ensure the Hub's activities are outcomes-focused, financially sustainable, and aligned with national and local priorities, including compliance with Arts Council England (ACE) funding requirements.</p>				
Accountabilities				
<p>Strategic Leadership & Planning</p> <ul style="list-style-type: none"> Lead the strategic direction of the Octagon Music Hub, aligning with the National Plan for Music Education and Somerset and Dorset local authority goals. Develop and implement the LPME and Commissioning Framework, underpinned by needs analysis, SMART objectives, and outcome frameworks. Represent the Hub at regional and national levels, including liaison with Arts Council England, Department for Education, and both local authorities. <p>Commissioning & Service Development</p> <ul style="list-style-type: none"> Act as the lead commissioner for music education provision, ensuring services are inclusive, innovative, and co-produced with stakeholders. 				

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- Shape and maintain a diverse provider market, ensuring services are responsive to current and future demand.
- Oversee procurement, contract negotiation, and compliance with legal and regulatory frameworks.

Financial & Operational Management

- Manage the Hub's budget and financial planning, ensuring value for money and compliance with Arts Council England financial regulations.
- Identify and secure alternative income streams and fundraising opportunities to support Hub growth and sustainability.
- Ensure robust data collection, evaluation, and reporting mechanisms are in place to demonstrate impact and inform continuous improvement.

Partnerships & Stakeholder Engagement

- Build and maintain strong relationships with schools, music educators, cultural organisations, and community partners.
- Lead stakeholder consultations to inform strategic planning and service delivery.
- Promote collaborative working across the Hub footprint to maximise reach and impact.

Leadership & Workforce Development

- Lead, support, and develop the core Music Hub team and commissioning professionals, fostering a culture of excellence, creativity, and continuous improvement.
- Promote diversity, equity, and inclusion across all aspects of the Hub's work.
- Champion high standards in teaching, learning, and musical progression pathways.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Music Education: Deep understanding of music education pedagogy, curriculum development, and the music education landscape.	x	
Commissioning Frameworks: Knowledge of commissioning frameworks, safeguarding, and compliance in education or public sector settings.	x	
Government Initiatives: Up-to-date knowledge of government initiatives related to music education.	x	
Grant Writing: Skills in writing compelling grant proposals to attract funding from various sources.		x
Digital Marketing: Understanding of digital marketing strategies to promote the Music Hub and its activities.		x

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Compliance: Knowledge of the terms and conditions of funding agreements with Arts Council England, including reporting requirements and compliance.		x
Experience		
Leadership: Proven leadership experience in music education, commissioning or cultural services management.	x	
Strong financial acumen: experience managing budgets and funding agreements.	x	
Consultation and Collaboration: Significant experience and expertise in stakeholder engagement, partnership building, and collaborative working.	x	
Outcome Frameworks: Experience of developing and implementing outcome frameworks.	x	
Strategic Partnerships: Experience in successfully building and maintaining strategic partnerships and identifying fundraising opportunities.	x	
Reporting and Compliance: Experience in reporting to boards and complying with financial and regulatory requirements.	x	
Diversity and Inclusion: Experience in championing diversity, access, and inclusion for children and young people.	x	
Music Hub Management: Previous experience of successfully leading a Music Hub.		x
Musical Expertise: Significant experience in professional performance within a specific musical genre or on a particular instrument.		x
Qualifications / Registrations / Certifications		
Degree in Music Education or Music Management: A bachelor's or master's degree in music education, music management, or a related field or comparable, significant relevant experience.	x	
Leadership and Management Training: Courses or certifications in leadership, management, or arts administration.	x	
Teaching Qualification: Qualified Teacher Status (QTS) or equivalent certification for those involved in educational roles.		x
Skills		
Leadership: Proven leadership skills to guide the strategic vision of the Hub and inspire and motivate others to work towards a common vision.	x	
Communication: Proven track record of excellent communication and collaboration skills.	x	

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Project Management: Significant project management, and analytical skills.	x	
Collaboration and Partnership Building: Skills in building and maintaining collaborative relationships with partners and stakeholders.	x	
Analytical Skills: Ability to conduct needs analysis and evaluate outcomes using robust mechanisms.	x	
Adaptability: Demonstrating agility and resilience by proactively adjusting strategies in response to evolving circumstances and diverse stakeholder input, while maintaining focus on outcomes and continuous improvement.	x	
Event Planning: Skills in organising and managing events to engage the community and promote music education.		x
Public Relations: Skills in managing public relations and media communications to enhance the Hub's visibility.		x

Working Conditions

This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions: -

- **Work Hours:** Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events.
- **Location:** The primary work location is County Hall, with opportunities for remote work as per organisational policies.
- **Travel:** Some travel within the local area may be required for meetings, site visits, and community engagement activities.
- **Work Environment:** The role involves working both independently and as part of a team, with access to modern office facilities and resources.

Health and Safety: Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

Corporate Accountabilities

- Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas.
- Create, monitor, and review frameworks of performance measures and quality standards to be applied in the delivery of services.

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- Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.
- Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.
- Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages creativity and innovation to ensure services are efficient and develop the potential and flexibility across the Council and its workforce including the motivation and development of employees within the Education service teams.
- Support the delivery of the Councils' key strategic aims and objectives ensuring understanding and commitment from staff from across the Education service.
- Support Corporate and Directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for service users and customers.
- Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practise.

Accountable for compliance with all relevant health and safety legislation and Somerset Council H&S policies.