



## Education Project Manager

### ABOUT US

West Sussex Music provides high-quality opportunities for over 34,000 children and young people across the county at every level of their creative development. Our mission is to remove barriers to learning and promote the life-enhancing benefits of music. Through inspiring young minds and nurturing their interest, we empower young people to realise their ambitions.

By working with quality assured music practitioners and delivery partners, we ensure that the highest standards of care go hand in hand with musically uplifting experiences.

West Sussex Music, builds on its heritage of over 60 years in education, working with children & young people, their families, schools, and strategic partners; together we change lives through music!

### ABOUT THE ROLE

West Sussex Music is seeking to appoint an **Education Project Manager** who will share responsibility with the other members of the management team for developing and growing the work of West Sussex Music.

Reporting to the senior leadership team, this role is responsible for the management and delivery of an ambitious and wide-ranging programme of creative initiatives aimed at building participation in music. Working as part of a small, collaborative team, the post-holder leads on a diverse portfolio of projects that engage thousands of children and young people annually across schools, communities, and partner organisations.

The role oversees the day-to-day delivery and project management of key programmes, including accessible programmes for young people with SEN/D, large-scale massed singing events, live music performances for schools, and creative collaborations with community partners.

The post-holder will work closely with colleagues across multiple departments, including Communications, Schools, Fundraising, Youth Engagement, as well as external stakeholders such as venues, partner organisations, learning practitioners, community stakeholders, and funders. In addition to managing a dynamic and evolving project portfolio, the postholder will contribute to the wider planning, administration, and strategic development of West Sussex Music's programmes.

This role offers an opportunity for a highly organised, proactive, and empathetic individual with a passion for inclusive, high-quality creative learning to play a key role in delivering impactful cultural experiences and broadening access to music for children and young people from all backgrounds.

This position is being offered on a permanent full-time or part-time 0.8fte basis. The post is based in Horsham but involves regular travel within West Sussex and the need for flexibility to support weekend and evening commitments.

**Salary & Benefits: Grade 8 - £31,586 - £34,314 [1fte pro rata]**



*West Sussex Music values diversity and particularly welcomes applications from under-represented groups of the community. To address barriers, we will consider reasonable adjustment and access requirements before, during and throughout the application and interview process.*

## Education Project Manager

## Job Description

<b>Job title:</b>	Education Project Manager
<b>Reports to:</b>	Senior Leadership Team
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• The successful planning and delivery of education projects and public-facing events.</li> <li>• The safety of all project participants.</li> <li>• Increasing project participation numbers.</li> <li>• Improving progression pathways into core WSM activities.</li> </ul>
<b>Role Summary:</b>	
<p>The Education Project Manager will coordinate multiple education projects and events supporting accessible pathways into music for children &amp; young people. Working with colleagues from multiple departments the role involves planning, executing, and closing projects. The postholder will ensure that each project team manages its resources, mitigates risks, communicates effectively with stakeholders, and meets its objectives. The ability to prioritise is essential as is the ability to build effective relationships with a wide range of internal colleagues and external partners. The post holder reports to a member of the Senior Leadership Team, and through them to the CEO.</p>	
<b>Key Tasks and Activities</b>	
<p><b>Project management:</b> The postholder will be responsible for the day-to-day management of a range of projects ensuring their effective organisation and delivery. You will need to:</p> <ul style="list-style-type: none"> <li>• Work with the Senior Leadership Team and the Education Management Team to develop existing projects and create new projects that meet WSM's strategic objectives.</li> <li>• Use project management methodology to professionally manage multiple projects &amp; conflicting priorities</li> <li>• Identify appropriate team members and resources, and schedule project team meetings.</li> <li>• Ensure equity of access by identifying the needs of children &amp; young people from underrepresented or disadvantaged backgrounds.</li> </ul> <p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>• Ensure the effective promotion and communication of project activity through internal and external communication channels.</li> <li>• Promote the wider work and mission of WSM to stakeholders.</li> <li>• Represent WSM publicly in press and media interviews, when necessary.</li> <li>• Promote progression journeys to ensure that every project participant has a clear pathway onto core WSM activities, such as lessons and music centre activities.</li> </ul>	

**Finance:**

- Manage and work within agreed project budgets as directed, ensuring strict financial control.
- Negotiate fees and manage project expenditure.
- Administer contractor and supplier contracts and invoices in a timely manner.
- Report regularly to the project team and Head of Finance on all project income and expenditure.

**Data and project legacy:**

- Ensure effective monitoring, evaluation, and documentation of projects, including regular analysis of project data.
- Proactively report project data to WSM colleagues regularly and record project data in WSM systems.
- Implement monitoring and evaluation procedures and contribute to mixed-method evaluation, design depending on stakeholder and funding requirements.
- Prepare project reviews and evaluation reports for circulation internally and to key partners, ensuring that all funders' reporting criteria are met.

**Safeguarding:**

- Ensure a safe, inclusive, and welcoming environment by adhering to all compliance requirements including Safeguarding, Health & Safety (including undertaking risk assessments), First Aid, Evolve (WSCC learning outside the classroom), Equity Diversity & Inclusion, and GDPR.
- Undergo regular safeguarding training and relevant health & safety training for the role.
- Organise for compliance checks for all external contractors in line with WSM policies.
- Maintain the highest levels of professionalism in handling confidential data, information, and disclosures from organisations and individuals.

**Partnerships:**

- Build and maintain effective relationships with key stakeholders, including freelancers, venues, funders, schools, and partner organisations.
- Create and deliver partnership agreements based on WSM templates.
- Represent and advocate for WSM at external meetings, networking events, and steering groups.

**Organisation:**

- Remain up to date and understand all West Sussex Music policies including for IT and Data Protection, Safeguarding and Child Protection, and Emergency Plan, EDI, Youth Voice
- Follow WSM event planning procedures to ensure the safety of all music centre and event attendees.
- Remain up to date with wider WSM strategic aims and objectives as well as national and regional developments in the music education sector.
- Collaborate in the general administration and management of WSM and the efficient running of the office by responding to general enquiries, office initiatives, and training.
- Maintain efficient office systems including project planners, databases, and financial spreadsheets.
- The role requires time outside the office, travelling across West Sussex, attending projects and events and meeting partners.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Commitment</b>	<p>Fully committed to the:</p> <ul style="list-style-type: none"> <li>• Vision, mission, and values of WSM, promoting its aims and activities positively.</li> <li>• Highest of standards and best practice across all aspects of the WSM's work.</li> <li>• Ongoing need for change, and ability to adopt and promote innovative approaches to continuous improvement.</li> <li>• Safeguarding and welfare of children &amp; young people and the adults who work with them.</li> <li>• WSM Equality, Diversity &amp; Inclusion strategy, including Youth Voice.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of project management in the arts, community, or education settings.</li> <li>• Experience of meeting key performance and funding criteria.</li> <li>• Evidence of identifying priorities and mitigating risks.</li> <li>• Experience of managing and keeping to a budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven delivery of managing large-scale public events at professional venues.</li> <li>• Use of social media to promote events.</li> </ul>
<b>Knowledge &amp; skills</b>	<ul style="list-style-type: none"> <li>• Understanding of the national context of music education and pathways for young musicians.</li> <li>• Strong understanding of barriers that limit participation and the strategies to overcome them.</li> <li>• High level ICT and Microsoft 365 skills.</li> <li>• Excellent written and verbal communication skills, including being comfortable speaking in public.</li> </ul>	<ul style="list-style-type: none"> <li>• Project management methodology qualification</li> <li>• Knowledge of Evolve</li> <li>• Knowledge of SpeedAdmin</li> <li>• Understanding of school curriculum frameworks.</li> <li>• Able to use WordPress and SharePoint.</li> <li>• Full driver's licence and use of own car.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Effective communication and strong interpersonal skills. A team player.</li> <li>• High level of emotional intelligence and empathy.</li> <li>• Self-motivated and an effective motivator of others.</li> <li>• A creative thinker who anticipates and proactively solves problems.</li> </ul>	

## Contract details



<b>Location</b>	Horsham  Travel, in addition to commuting, will be necessary to meet stakeholders and attend events. Travel costs will be paid in accordance with the WSM travel policy.
<b>Hours of Work</b>	Full-time - 37.5 hours per week Or Part-time – 30+ hours per week  A high degree of flexibility, is required, to support events during evenings and weekends. Time off in lieu (TOIL) is agreed in advance with the relevant manager to balance your contractual weekly hours.
<b>Benefits</b>	25 days annual leave 8 days bank holidays Enhanced salary sacrifice pension Employee assistance scheme Free parking
<b>Salary</b>	Grade 8 - £31,586 - £34,314 [1fte pro rata]
<b>Application deadline</b>	Sunday 7 June  To apply: <a href="#">Online application form</a> .
<b>Interview</b>	Friday 12 June or Monday 15 June
<b>Start date</b>	Summer 2026

West Sussex Music is committed to promoting and safeguarding the welfare of children and young people. All posts are subject to enhanced DBS, and barred list clearance, a Prohibition check, digital identity check, confirmation of the right to work in the UK, health assessment and satisfactory references. References will always be taken up in advance of an interview, and we may contact other previous employers for references.