

Job Description and Candidate Information

Head of Quality, Support and Development

Fixed term contract:

July 2019 - December 2022

Closing date for applications: 5pm Thursday May 9, 2019

Overview

Music Generation is Ireland's National Music Education Programme that transforms the lives of children and young people through access to high-quality, subsidised performance music education. Initiated by Music Network, Music Generation is co-funded by U2, The Ireland Funds, the Department of Education and Skills and Local Music Education Partnerships (LMEPs).

Music Generation was set up in 2010 by its parent company Music Network to establish infrastructure for performance music education. Its genesis stems from the combined philanthropic support of U2 and The Ireland Funds to seed-fund phased implementation of Music Network's [Feasibility Study Report: A National System of Local Music Education Services](#). The programme operates through a devolved model of delivery by LMEPs in response to local need and context, within an overall national framework.

During Phase 1 the programme was established in 11 LMEP Areas.¹ As part of Phase 2, the programme is currently being established in 9 LMEP Areas.² In December 2017, Government announced its commitment to support the roll-out of Music Generation nationwide by 2022. Phased expansion into 9 further LMEP Areas³ by 2022 is planned.

Music Generation currently creates some 48,500 opportunities for children and young people to engage in music tuition annually, generating over 400 employment opportunities across a range of artistic/managerial, musician and administration/support roles. Further details on all aspects of Music Generation are available on our website, www.musicgeneration.ie.

In line with the organisation's [Strategic Plan](#), a significant period of growth is planned from 2019 - 2022. To enable Music Generation to reach this next stage of development, the National Development Office is now seeking to appoint a Head of Quality, Support and Development. Reporting to the National Director, this new senior role within the team at our National Development Office (NDO) will be key in the implementation of our Strategic Plan and in our plans for expansion. Working in close collaboration with the LMEP Support Managers, the Head of Quality, Support and Development will be involved in the delivery of a high level of support for the LMEPs and Music Development Officers on an individual and collective basis.

We are seeking a skilled professional with strong expertise in and a demonstrable track record of delivering results, high standards and achievement in music education development. The position requires someone with leadership and senior management experience that can develop and realise the ambitions for quality in our current Strategic Plan. This new role requires a combination of excellent influencing skills, initiative and rigour. The role of Head of Quality, Support and Development offers a unique opportunity for someone dynamic to join the organisation at a time of exciting growth and change for Music Generation.



¹ Carlow, Clare, Cork City, Laois, Louth, Limerick City, Mayo, Offaly/Westmeath, Sligo, South Dublin and Wicklow

² Cavan/Monaghan, Dún Laoghaire-Rathdown, Galway City, Galway County, Kilkenny, Leitrim, Roscommon, Waterford and Wexford

³ Cork County, Dublin City, Fingal, Kerry, Kildare, Limerick County, Longford, Meath and Tipperary

This job description provides an outline of the key responsibilities envisaged for this role.

Key Purpose of the Role

- To lead, develop and deliver on the Quality, Support and Development functions of the National Development Office in (1) supporting the planned growth of the national network of LMEPs, and (2) enabling stated priorities for quality in line with the organisation's Strategic Plan.

Key Responsibilities

Reporting to the National Director, the Head of Quality, Support and Development will be responsible and accountable for the following:

Local Music Education Partnerships (LMEPs)

- Lead on the National Development Office's relationship with LMEPs, working as a team with the National Director and NDO executive.
- This will involve:
 - Building and maintaining positive, collaborative relationships with existing and new LMEPs, ETB/Local Authority Lead Partners and Music Generation Development Officers
 - Supporting the establishment and development of new LMEPs throughout Ireland including strategically developing and resourcing an intensive set-up phase
 - Monitoring LMEP activity, reviewing reports, analysing statistical data and ensuring LMEP/Lead Partner compliance with the terms and conditions of funding agreements
 - Building and maintaining supportive and enabling relationships with Music Generation Development Officers to support this key leadership role at local level
 - Providing expert guidance to LMEPs in developing, articulating, maintaining and sustaining high artistic and educational standards to support annual/long-term strategic planning for performance music education.

Quality

- Leading and delivering on the development and implementation of Music Generation's Quality Strategy, working with the team in the Quality, Support and Development Unit
- This will involve:
 - Leading and line-managing the NDO LMEP Support Managers, working closely alongside them in collaboration with the Quality Advisor
 - Gathering insights from LMEP Quality Framework processes to build a dynamic picture of practice across the country, in order to inform planning of Learning Network interventions and activities
 - Translating the aims of the Quality Strategy into an actionable plan to support Music Generation Development Officers and LMEPs
 - Providing support and guidance for Music Generation Development Officers on implementing the Quality Framework at local level
 - Ensuring that appropriate training is provided for Music Generation Development Officers and musicians on the effective application of the Quality Framework tools
 - Visiting LMEP programmes to get a first-hand insight into activities
 - Providing expert advice and guidance on performance music education as required, including signposting elsewhere as appropriate.

Learning Network

- Lead on strengthening a strong culture of shared learning across the Music Generation Network, which will involve:
 - Identifying opportunities for collaboration between LMEPs through regional and national projects and working with partners to shape ideas and make them happen through the Creativity and Collaboration Fund (supported by The Arts Council)
 - Curating and guiding a variety of forums to enable shared learning / knowledge exchange within and between existing and new LMEPs
 - Developing the Music Generation Development Officer Network, strengthening its function as an empowering professional development forum to support this key leadership role at local level
 - Working closely with Music Generation Development Officers, support the development of continuing professional development and learning network opportunities for musicians (including building upon

the established National Musicians' Day) that are directly linked to outcomes from Quality Framework processes and to Music Generation strategic goals

- Identify opportunities for research with a focus on articulating quality and sharing effective practice across the diversity of performance music education in Ireland.

National Development Office Planning and Support

- Work closely with and support the work of the National Director in a variety of ways, which will involve:
 - Deputising for the National Director and/or representing the Music Generation National Development Office as required
 - Preparing Music Generation policy documents and reports as required
 - Facilitating and, where necessary, leading meetings with various national and local partners and stakeholders
 - Responding to national and international development opportunities.

Other Duties

- Undertaking other duties at the direction of the National Director and Board as required, to ensure the success of Music Generation. Duties and responsibilities may evolve or change from time to time in accordance with the needs of the organisation.

Key Relationships

The role reports to the National Director. In addition to managing and working in close collaboration with LMEP Support Managers and Quality Advisor, the role liaises and engages with the Communications and Marketing Manager, Operations Manager, Finance Manager, as well as the Board, and works closely the network of Music Generation Development Officers, ETB and/or Local Authority Lead Partners and LMEPs.

Terms and Conditions of Employment

The position is offered as a fixed-term, full-time contract for the period July 1, 2019 - December 31, 2022 with a highly competitive remuneration package commensurate with qualifications and experience. A probationary period of 6 months applies to this position.

The working hours for this role are 37.5 hours per week. However the nature of the role requires flexibility and a willingness to work outside of normal office hours. Time off in lieu will operate on an agreed basis. There are 26 annual leave days, excluding Public Holidays.

The role is based at the National Development Office of Music Generation (located at the Music Generation offices, National Concert Hall Building, Earlsfort Terrace, Dublin 2). However, the role will require the post holder to work at and from other locations throughout the country on a regular basis. The successful candidate must hold a full clean driving licence. Travel and subsistence arrangements apply.

Person Specification

The successful candidate will be a strategic thinker with strong leadership and interpersonal skills and with significant experience and a proven track record in music education development and management.

Experience and Knowledge

- A successful track record of at least five years' experience of music education development and/or management
- A strong track record of playing a key role in actively developing and sustaining strategic partnerships
- Experience of influencing and engaging decision-makers and peers in other organisations
- Experience of leading and developing learning networks (or equivalent) desirable, but not essential
- Experience of managing and developing people as well as managing external providers
- A third-level qualification in music / music education / related field
- An excellent understanding of music, arts and education policies and the local music / music education sector

Attitude, Skills and Abilities

- Highly-motivated and diligent individual, with a passion for and commitment to music education
- Excellent leadership and interpersonal skills with capacity for strategic thinking

- A natural capacity to manage a busy and varied role, combined with a high level of proficiency in planning and organisational skills
- A high level of initiative, enthusiasm and self-motivation with the capacity to develop creative, innovative ideas, focus on delivering successful results and make things happen
- A high level of enthusiasm and an aptitude for the challenges of achieving success
- A demonstrable appreciation of quality within music education
- An effective communicator possessing excellent written and positive interpersonal skills
- Collaborative and service-oriented with the ability and motivation to work equally well on own initiative and to contribute in a flexible way as part of a small, close-knit team
- Excellent attention to detail

Garda Vetting, References and Medical

Appointment to this position is subject to Garda Vetting and there being no disclosure of convictions which the Board of Music Generation considers would render the candidate unsuitable to work with children / vulnerable adults, satisfactory references being obtained from up to three referees and pre-employment medical.

About Music Generation DAC

Music Generation DAC is established as a subsidiary company of Music Network CLG with charitable status. It is governed by a Board of Directors appointed by U2, The Ireland Funds and Music Network.

Application Process

There are 3 elements to the application process: a covering letter, a CV and a brief application form. More detailed guidance on the application process is outlined in the appendix to this role description. Interested applicants are encouraged to call to discuss the role in advance of applying (John Deely, Pinpoint: +353 1 6425 721). Please forward your application in strict confidence to:

**By email recruit@pinpoint.ie (preferred)
Or by post to Pinpoint, 46 Fitzwilliam Square, Dublin 2**

**Closing date for applications: 5pm Thursday May 9, 2019
Late and/or incomplete applications will not be accepted**

A copy of Music Generation's Strategic Plan 2016 – 2021 is available [here](#). Other general information about the organisation and its programmes are available at www.musicgeneration.ie.

Interview Dates and Selection Methods

- Initial short-listing of candidates will be on the basis of the information contained in their CV, covering letter and brief application (see end of this description for more information)
- Candidates who are short-listed will be invited to attend for an **initial interview** to be held on **Monday May 27, 2019** at the Music Generation National Development Office, National Concert Hall Building, Earlsfort Terrace, Dublin 2
- The first interview may reduce the initial short list and remaining candidates may be invited for a subsequent interview
- A panel may be formed.

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- This job description describes the principal purpose and main elements of the job. It is a guide to the nature and key responsibilities of the job, but it is not intended as a wholly comprehensive or permanent description.
 - Applications can be made by post or email, with **email** being the preferred option. An application form sent by post should be posted in sufficient time to ensure delivery by this deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Posting.
 - In the event that a large number of candidates will meet minimum eligibility requirements for the role, Music Generation may decide to invite a smaller number to interview. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.
 - The onus is on short-listed applicants to make themselves available on the date(s) specified by Music Generation and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified in their covering letter or CV.

- Music Generation is an Equal Opportunities Employer.
- To all recruitment agencies: Agency CVs or applications will not be accepted in relation to this role. Music Generation is not responsible for any fees related to unsolicited applications.

APPENDIX: Application Details and Guidance for the role of Head of Quality, Support and Development

Interested candidates are invited to apply by providing the following 3 items using the guidelines outlined in more detail below:

1. A CV highlighting your relevant experience for this role
2. A focused covering letter outlining your approaches to the role of Head of Quality, Support and Development
3. A brief application form providing details of your experience, based on the question outlined below.

Email is the preferred option for applications and the **closing date is 5pm Thursday May 9, 2019.**

1. CV Guidance

- A well-presented CV
- **No more than 4 pages** highlighting your relevant experience for this role
- Present your experience in reverse chronological order
- Be clear about the specific responsibility you had, who you reported to and who you engaged with for each role or project in your career to date
- Indicate 3 referees we may contact in the latter stages of the process. Contact details are not necessary at this point and contact will not be made without the permission of the applicant.

2. Covering Letter Guidance

- A comprehensive covering letter of **not more than 2 pages** that engages with the opportunity presented by the role. It is essential that the covering letter addresses in a reasonably concise way:
 - Your approaches to the role of Head of Quality, Support and Development
 - What particular skills and qualities you would bring to this role
 - What attracts you to the role/organisation and why you would be successful.

3. Application Form Guidelines

On the following page, please provide a specific example or examples of your experience in relation to the question outlined below in the box below **(Limiting the information to one page)**.

There are several elements to this new role. A key element is based on the experience and the personal ability to develop, implement and influence a process which raises the quality of performance music education over time.

Question: In a concise way, can you give a specific example (or examples) from your career to date which highlights your ability to do this?

- Include specific details, the status of the scenario when you got involved, the key stakeholders, how you assessed progress and how you enabled a strategic / developmental / collaborative approach
- Outline the tools and initiatives that were developed and how well they worked
- Be clear about the role that you played and how others supported you
- Highlight any challenges that arose, how these were addressed and the outcomes that emerged
- Give a brief sense of the timelines.

Your Name _____

Experience of developing, implementing and influencing a process which raised the quality of performance music education over time (one page). Include this as an appendix to your covering letter.