



Job Description

Head of Programmes, Richard Shephard Music Foundation

About the Charity

[Richard Shephard Music Foundation](#) provides high-quality subsidised music education to children across Yorkshire and the North East. This year marks a special milestone: many of the children on the Schools Music Programme have now enjoyed five years of weekly music lessons thanks to the Foundation and we've supported weekly music lessons for over 10,000 children in our region. Our innovative model matches school funds with philanthropic funding and also drives the recruitment and training of the best young musicians in our region to find permanent teaching jobs in our schools.

Job Purpose

Our **Head of Programmes** will lead the delivery, promotion, and growth of our Schools Music Programme and wider Engagement Programme across multiple schools and regions. This role has a broad remit, combining strategic oversight with project management. This role is ideal for an experienced arts or education professional with a background in education, project management, events, music, or the arts.

Key Responsibilities

Programme and Team Delivery

- Lead the planning, coordination, delivery and promotion of the Schools Music Programme and associated events (holiday clubs, performances, musical events) in line with the charity's goals.
- Ensure all provision is high quality and aligned with the needs of participating schools and young people.
- Launch new musical initiatives to schools and communities in line with the organisation's business plan.
- Monitor programme policies, finances, administration and performance, and identify opportunities for improvement in processes or growth.
- Provide clear leadership across the delivery team (staff, music specialists, and volunteers) promoting a collaborative, organised, inclusive and impact-focused culture.
- Ensure all safeguarding, health & safety, and GDPR procedures are up to date and followed.
- Maintain accurate and secure records.

School Engagement

- Meet with and present to school leaders interested in joining the programme. Maintain strong working relationships with schools and education leaders.
- Work with each school to agree finances and services and ensure they are happy with the delivery.
- Represent the charity at external meetings, briefings, and events related to the programme.
- Keep abreast of changes/trends in music education delivery/funding that could impact our work.
- Promote the work of the charity. Identify positive case studies and news items and roll these out across our communications channels.

Monitoring, Evaluation & Reporting

- Contribute to evaluation of the schools and engagement programme, including impact tracking, data and case study collection, and feedback from schools.
- Manage the day-to-day relationship with our delivery partners. Ensure smooth communication and coordination between internal staff, partners and contractors.
- Produce reports for senior management, trustees, and funders.



- Support fundraising with relevant data and insights. Work with our Head of Development and Engagement to ensure funder commitments are met.

Person Specification

Essential skills

- Experience managing projects or events or working with young people.
- Working knowledge of the education, arts, or charity sector.
- Strong financial knowledge. Able to effectively negotiate, track, and manage financial agreements, maintain accurate planning and record-keeping.
- Experience in staff management, including direct line management and team leadership.
- Strong organisational and administrative skills.
- Strong IT and digital literacy skills (e.g. Office 365, project management, CRM tools, social media).
- Knowledge of safeguarding and risk management in a school or youth setting.

Desirable skills

- Experience working directly in or with schools, education services, or youth organisations.
- Understanding of charity governance, reporting, or funding requirements.
- Experience overseeing monitoring, evaluation, or impact reporting.

Personal Attributes

- Passion for music education and belief in its impact on young people's lives.
- Positive 'can do' attitude.
- Ability to work as part of a team.
- Flexibility and adaptability.
- Confident communicator, able to liaise effectively with school leaders, delivery partners, and internal teams.

Additional Information

- **Reports to:** Chief Executive Officer
- **Responsible for:** Senior Events and Admin Officer
- **Location:** York
- **Contract Type:** Permanent
- **Salary:** £44,520
- **Hours:** 35 hours/week – negotiable to 28 hours.
- **Start Date:** Summer 2026 (negotiable)

An enhanced DBS check will be required for the successful applicant.

Some occasional evening or weekend work may be required (e.g. for events or training).

A full driving licence and access to a car is essential as visits to schools and events will be a regular part of the role.

Benefits include: Pension scheme, Christmas shutdown, training and development opportunities and a supportive team environment that values work-life balance.

👉 Apply now and help us keep the beat going for young people.

[JOB LINK HERE](#)