



INTERGENERATIONAL MUSIC MAKING

Generations of Music

IMM Project Manager

Do you have the commitment, positive values and leadership skills to make a difference to the lives of people, both young and old, across Surrey and London?

Hours: Part time (20-25 hours)

Salary: £25,000 pro rata

Closing date for applications: Monday 26th April

**Closing day Monday 26th of April however we will be conducting interviews as we receive applications and if a suitable candidate is found, the position may be filled prior to the closing date.*

Who we are

Intergenerational Music Making (IMM) is a pioneering UK based, not for profit organisation working to advance wellbeing and social cohesion through musical creativity. Our mission is to bridge the gap between people and generations through music, reducing loneliness and isolation, supporting those living with dementia and improving the mental health and wellbeing of both the young and the old.

The Job Role

We are looking for a dynamic, proactive and well-organised individual to support the core IMM team in the management and coordination of our intergenerational services. As the Project Manager, you would be expected to drive the delivery of projects within our programmes to deliver benefits to our service users across the health, social care and education sector.

Specific duties and responsibilities will include:

- Liaising with representatives across care homes, schools and community groups

- Working with music therapists and community musicians
- Co-ordinating meetings
- Overseeing members of the project team
- Carry out planning - this will include setting goals and objectives, defining roles and producing schedules and timelines for tasks - in accordance with the needs of your client.
- Report regularly to management and the client
- Management and support of staff, volunteers and students on placement
- Responding to referrals and undertaking initial assessments of need
- You will be expected to work collaboratively and professionally with the people we support, their families and health professionals/agencies.

Qualities required:

- Experience of working within the charitable sector or project/programme environment
- Relevant experience managing staff and projects
- A background in Music whether a degree, training or professional
- Strong organisational and administrative skills – to ensure high quality governance, planning, reporting and financial monitoring arrangements are in place
- Excellent communication skills - with experience of working with a broad range of stakeholders
- Good IT skills
- Demonstrate warmth, compassion and unconditional positive regard for the people we support, both young and old
- You will be able to develop trusting relationships based on empathy and respect
- You will have the skills and personal qualities to be able to engage people in meaningful planning and therapeutic activities
- The ability to organise your own time effectively and manage professional relationships.
- A commitment to your own continuous professional development is essential.

If interested, please email your CV accompanied by a supporting letter, stating your transferrable skills and experience and why you would like to work for the IMM team.

Please send your email to emily@imm-music.com.

