

## English Folk Dance and Song Society Education Manager



Folk Unlimited session at Cecil Sharp House. Photo © EFDSS, photographer Roswitha Chesher

## Recruitment Information May 2024

## **BACKGROUND INFORMATION**

The English Folk Dance and Song Society (EFDSS) is the national folk arts development organisation for England, with a remit to champion the folk arts at the heart of England's rich and diverse cultural landscape.

EFDSS is multi-faceted: a membership society; England's folk arts centre (Cecil Sharp House); an education, training and artists' development organisation; an advocate and lobbyist on behalf of the folk arts; and the custodian of the Vaughan Williams Memorial Library (VWML) - England's folk arts archive - awarded designated status by the Museums, Libraries and Archives Council (MLA) in 2011.

EFDSS became a Regularly Funded Organisation (now National Portfolio Organisation) of Arts Council England (ACE) in 2009, increasing its funding in 2015 specifically to develop a National Youth Folk Ensemble and associated programme, which in 2023 was designated by Arts Council England and the Department for Education as one of 15 National Youth Music Organisations.

### **EFDSS Education**

The EFDSS Education department runs classes, courses, projects, and events at Cecil Sharp House (CSH) for young people, families, and adults, and delivers creative learning projects with schools, community groups and cultural organisations across London and other parts of England. It runs the National Youth Folk Ensemble, London Youth Folk Ensemble, its Inclusive Folk programme for learning disabled young people, and a range of other youth activities. EFDSS also delivers professional development opportunities and courses for educators from folk, education, and wider cultural sector, and runs the national Folk Education Network. Its award-winning Resource Bank provides many free teaching and learning resources for using folk music, dance and other artforms in education.

The overall aims for the EFDSS Education programme are:

- To raise the profile of folk arts in education and learning
- To improve the practice of folk arts education
- To increase participation and diversity within folk arts

[www.efdss.org/efdss-education](http://www.efdss.org/efdss-education)

## **JOB DESCRIPTION**

**Job Title:** Education Manager (full time)

Based at: Cecil Sharp House, 2 Regent's Park Road, London, NW1 7AY

**Responsible to:** Education Director

**Responsible for:** Education Department tutors, freelance project staff, trainees, work experience students and volunteers

**Working with:** Education Administrator, National Youth Folk Ensemble Programme Manager, Dance Development Manager (part-time), and other staff in the Education and other departments.

### **Summary of Job Purpose:**

This post, for an experienced and skilled music education manager, is a key role within the EFDSS Education team. The job involves managing, devising, initiating, and delivering projects, classes and courses using folk song, music, dance, and other art forms with diverse groups of adults, families, children and young people in formal education, informal learning, and community settings.

It also involves contributing to professional development and training opportunities for artists, teachers, arts educators, and other professionals and creating learning resources.

The programme managed by the Education Manager takes place within a broad range of education and community settings: at Cecil Sharp House; with cultural and community organisations in our home borough of Camden and the Greater London area, and, from time to time, in other parts of England.

Working with the Education Director, the National Youth Folk Ensemble Programme Manager, and the Dance Development Manager, the Education Manager contributes to strategies and plans to develop EFDSS' national education programme.

## **Key responsibilities:**

### **Education Programme**

1. Develop and manage areas of the EFDSS Education programme, with responsibility for operating project budgets, under the guidance of the Education Director, in particular those listed below under the heading 'Programme Areas'.
2. Manage, develop, and initiate projects based on folk song, music, and dance, from Britain and beyond, using and drawing creatively from traditional material - in schools, informal learning, youth, adult, family and community settings, working with other organisations, diverse communities, and forming positive partnerships.
3. Manage, recruit, and supervise Education department artists / tutors, trainees, student placements, work experience students and volunteers.
4. Devise and produce / deliver training / INSET / CPD sessions and programmes for teachers, artists, arts educators, and other professional staff – including schemes for artists wishing to work in folk arts education.
5. Plan, administer and evaluate EFDSS education projects / programme.
6. Produce written project outlines and session plans.
7. Write documentary and evaluation reports (for EFDSS, partner organisations and funding bodies etc) and other forms of written communication such as newsletters.
8. Develop and produce educational resources (paper and online) for the EFDSS Resource Bank, INSET / CPD sessions, and other purposes.
9. Support practical delivery of certain projects (where appropriate) with other artists employed by EFDSS.
10. Contribute to funding applications for Education projects.

### **Other:**

1. Develop relationships and partnerships with outside agencies and organisations whose work, aims and scope will advance EFDSS' objectives.
2. Be an Ambassador for EFDSS.
3. Carry out any other duties that may be reasonably requested.

4. Attend regular staff meetings as required.
5. Represent EFDSS' Education programme at relevant external meetings, conferences and events.

**Programme Areas:**

- a. Adult learning programme at Cecil Sharp House (and online) - including Sunday Folk Music Workshops, Monday Folk Singers, English Country Dancing and Morris Dancing classes and Cecil Sharp House Choir – developing profile and performances
- b. London Youth Folk Ensemble – development, sessions, performances.
- c. Inclusive Folk – continuing to develop our growing programme for learning disabled young people and young adults including regular Folk Unlimited sessions at Cecil Sharp House and projects in SEN/D schools and colleges in various London boroughs.
- d. Family programme – Family Barn Dances (including annual Maypole Special), and occasionally other family events at Cecil Sharp House or elsewhere.
- e. Youth folk summer holiday course at Cecil Sharp House.
- f. Projects in formal education (primary, secondary, SEN/D schools and post-16 education) – including those commissioned by / in partnership with music education hubs, local authorities, and cultural organisations.
- g. EFDSS Youth events– in collaboration with the National Youth Folk Ensemble Programme Manager.
- h. Work Experience at Cecil Sharp House for young people, including disabled students.
- i. Support Arts Award at all levels for young people enrolled in our education programme, for those who opt to do it.
- j. Liaison and support of Centre for Young Musicians (CYM) folk music ensemble and programme.
- k. Deputy Safeguarding Officer for EFDSS

## **PERSON SPECIFICATION**

### **Essential:**

1. Strong knowledge, experience, and skills in music education (instrumental and / or vocal) for learners of varied ages in informal and formal learning settings.
2. Strong experience in managing learning projects and programmes, including operating project budgets, with the ability to embrace a multi-dimensional workload with a positive and pro-active attitude.
3. Experience in any form of folk or traditional music from any part of the world – ie music traditions that are learnt by ear and are community-based.
4. Strong interest in traditional English folk song, music and dance and willingness to increase knowledge and skills in this field.
5. Strong people managing skills and experience with the ability to establish positive relationships, provide support, and get the best out of our large team freelance artists and tutors.
6. Excellent ability to relate to, and communicate well with, children and adults of all ages and backgrounds.
7. Experience of creating educational resource materials (paper-based and online), and devising INSET / training / CPD sessions for professionals and trainees.
8. Commitment to working in a way that is inclusive and creative and to EFDSS' values and ethos.
9. Sound and up-to-date awareness of safeguarding, equity, diversity, and inclusion, disability awareness, health and safety, and safe arts practice.
10. Good awareness of current issues in arts learning and participation – including educational issues in schools and the National Curriculum.
11. Strong office and IT skills (eg. Word, Excel, audio-visual).
12. Excellent verbal and written communication skills in the English language, including a high standard of literacy with the ability to write reports, newsletters etc.
13. Ability and willingness to work flexible hours including evenings, weekends, school term times and school holidays.

14. Ability and willingness to travel. (Work will take place primarily in the Greater London area, but projects and events may occur from time-to-time outside London).

**Desirable:**

1. Knowledge and skills in traditional English folk music, song, or dance.
2. Educated to degree level or equivalent in music
3. Ability to read and write musical notation.
4. Recognised qualification in arts facilitation / teaching.
5. Experience in managing learning programmes in dance, drama, or other art forms.
6. Experience of mentoring arts educators.

**Qualities:**

1. Self-motivation.
2. Attention to detail.
3. Ability to juggle multi-priorities.
4. Ability to work as part of a team.
5. Flexibility and a positive attitude.
6. Resilience – ability to cope well with change and challenge.

## CONDITIONS OF EMPLOYMENT

**Salary:** £35,800.89 per annum.

**Hours:** 35 hours per week, excluding lunch breaks, Monday to Friday, 9.30am – 5.30pm, with flexibility required. Weekend working\* (mostly Sundays and some Saturdays) and some evening working\*\* will be necessary. (See further detail below.) Overtime is not paid but Time Off In Lieu (TOIL) is given.

**Holidays:** 25 days per annum plus statutory public and bank holidays.

**Probation:** The post carries a 6-month probationary period.

**Term:** Permanent

**Pension:** EFDSS runs an employer / employee contributory pension scheme.

**Location:** The post is based at Cecil Sharp House; however, staff are welcome to apply for home working arrangements (see below).

\*This post will require weekend working of an average of 2 days per month (mostly Sundays and some Saturdays) – a total of around 26 days per year.

\*\*Evening working of around 3 - 4 evenings per month will also be required (visits to adult learning classes and Education department performance events etc)

**Flexible working:** EFDSS is committed to promoting flexible working to facilitate effective and efficient working and enable employees to achieve a better home / work life balance. All employees can apply for flexible hours and home working - where appropriate for the role. All applications are carefully considered.

**Other benefits:** Interest-free season ticket loan, cycle to work scheme, childcare voucher scheme, discount on meals and drinks in the CSH café, complimentary tickets to many EFDSS events.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

### **Child Protection and Safeguarding:**

Please note: This position will involve regular contact with young people and adults at risk. In line with EFDSS' Safeguarding Policy, appointments will be made subject to satisfactory Disclosure and Barring Service Certificate (DBS), references, the signing of a declaration stating that there is no reason why you would be considered unsuitable to work with young people and adults at risk. As this role is exempt from the Rehabilitation of Offenders Act (ROA)1974 as amended, we will ask for details of all unspent convictions and cautions, and all adult cautions and spent convictions which are not eligible to be filtered. For further information visit [www.gov.uk/dbs](http://www.gov.uk/dbs). Read the EFDSS Safeguarding Policy and Procedures (which includes our Policy on the Recruitment of Ex-Offenders) on our website [www.efdss.org/efdss-about-us/policies](http://www.efdss.org/efdss-about-us/policies).



### **Positive Action for a Diverse Workforce:**

At the English Folk Dance and Song Society we strive to be an Equal Opportunities employer and to ensure that no person is unfairly discriminated against in our recruitment and selection policies and procedures. We are committed to diversifying our workforce to better represent society and we follow guidance on positive action in recruitment from the Equality and Human Rights Commission and the Equality Act 2010.

- We particularly welcome applicants for this role from minoritised ethnic backgrounds, and those who are disabled, as these are under-represented in our organisation and the wider folk music workforce.
- All disabled applicants who fulfil the Person Specification and Qualities criteria for this role, will be called for an interview. Please make clear in the cover letter if you consider yourself disabled. (You may find it helpful to refer to this definition [www.gov.uk/definition-of-disability-under-equality-act-2010](http://www.gov.uk/definition-of-disability-under-equality-act-2010).)

**Please see our [Equity, Diversity, and Inclusion webpage](#) to learn more about our commitments and actions to diversifying our work and staff.**

### **HOW TO APPLY**

Please complete the following:

- 1) Equal Opportunities Monitoring

All applicants need to complete the online [Equal Opportunities Monitoring Form](#) which is not seen by the selection panel.

- 2) Application

There are two options for you to submit your application. Please choose whichever suits you best:

- a) Full Application Form  
OR
- b) Short Application Form, CV, and written supporting statement (telling us why you want to do the job and how you consider you're suitable for this post - detailing your relevant work / voluntary experience, training, qualifications, and qualities.)

This recruitment pack, and application forms are downloadable from:  
<http://www.cecilsharphouse.org/csh-about-us/work-here/vacancies>.

- Applications will **not** be accepted without an application form (either the Full or Short Application Form as outlined above).
- CVs alone will **not** be accepted.

Completed applications should be emailed, with 'Education Manager application' in the subject line, to [recruitment@efdss.org](mailto:recruitment@efdss.org).

**More information about the role:**

Zoom Q&A session - if you want to learn more about EFDSS and ask questions about us and the role, please sign up to our Zoom Q & A session with the current Education Manager, Charlotte Turner, and the Programme Manager for the National Youth Folk Ensemble, Hannah Mears-Young (neither of whom form part of the selection panel). The session will take place on Monday 17 June, 5pm. Sign up using this link: <https://forms.gle/6XUtupAVcKdMtbkd9>

OR

Informal conversation - if you would like an informal conversation about this role, please contact: Rachel Elliott, Education Director, [rachel@efdss.org](mailto:rachel@efdss.org) | 020 7485 2206 extension 236, or Charlotte Turner, Education Manager, [charlotte@efdss.org](mailto:charlotte@efdss.org) | 020 7485 2206 extension 240.

**Closing date for applications is 9am, Thursday 27 June 2024**

**Interviews to be held Tuesday 9 July 2024 at Cecil Sharp House**

May 2024