Community Programmes Manager (Forest of Dean)

- Location: Forest of Dean based (Forest Hub, Soundspace, Gloucester Hub)
- Contract: Permanent
- Hours: Part-time (22.5 hours per week)
- Report to: Director of Community & Place
- Salary: £30,600 - £36,000 pro-rata
- Interviews: Monday 3rd & Tuesday 4th November 2025

About The Music Works

The Music Works is an award-winning Gloucestershire charity that uses music as a vehicle to transform the lives of young people (8-30 years) living in challenging circumstances. We work with all abilities, from absolute beginners to some of the county's most skilled emerging artists. We specialise in music technology and production, singing and song writing, rap and beatboxing, using a range of musical instruments from guitars to Djembe drums, because we have found these approaches to be the most accessible and achieve the best outcomes.

Here's an introduction to our work https://youtu.be/zz14_Zi2POY and our website is www.themusicworks.org.uk.

The role:

As the Community Programmes Manager (Forest of Dean), you will lead the development and delivery of community programmes that engage young people across The Forest Hub, SoundSpace and throughout the Forest of Dean. You will manage programmes and activities within our facilities, coordinate freelance music leaders, develop partnerships with community organisations, and ensure that youth voices are central to programme development. Reporting to the Director of Community and Place, you will be responsible for maintaining high-quality delivery whilst building relationships with key stakeholders and expanding our reach across the district.

Key responsibilities:

- **Programme Development and Delivery**
  - Develop, manage, and deliver a dynamic programme of successful creative activities to engage young people of various ages and abilities within The Forest Hub, SoundSpace, and through outreach initiatives
  - Facilitate music sessions in collaboration with our team of music leaders including the coordination of freelancers
  - Manage activity at the Hub and be responsible for the schedule and use of facilities
  - Support young people in organising events, either onsite or within the community

    - Work closely with the Community Programmes Manager in Gloucester to develop and embed open access programmes across all sites
- **Partnership Development and Stakeholder Engagement**
    - Engage with community partners to develop projects and potential funding streams
    - Actively participate in partnership and networking meetings across the district to represent the organisation, build relationships with key stakeholders
    - Develop partnerships with schools and community programmes across the Forest of Dean to expand outreach and project opportunities
- **Youth Voice and Advisory Work**
    - Work with the Youth Engagement and Culture Manager to integrate youth perspectives into programme planning and establish youth advisory groups within the Forest of Dean
    - Ensure youth voice is embedded into all programmes
- **Team Development and Leadership**
    - Support the recruitment and training of music leaders in the area, facilitating their professional development and ensuring high-quality delivery of music sessions
    - Identify team training needs and work with the Head of Training to ensure staff are equipped with relevant learning and practice
- **Safeguarding and Compliance**
    - Be a member of the safeguarding team and act as the designated safeguarding lead (DSL) for the Forest of Dean
    - Adhere to organisational policies and practices, promoting a safe and inclusive environment for all participants

General responsibilities:

- Maintain records of feedback and evaluation from young people through our data capture system
- Be committed to putting young people at the heart of everything we do
- Promote and comply with all of our policies and practices, particularly safeguarding
- Be responsible for identifying and undertaking training and personal development
- Effectively manage time and communicate with the team to ensure collaborative working practices
- Be flexible in working across different locations as needed
- Undertake any other reasonable duties, commensurate with the level of the post

Person specification

- Demonstrable experience in developing and delivering community programmes, particularly for young people from marginalised/disadvantaged backgrounds and with a range of complex needs
- Proven ability to lead and motivate a team, creating collaborative and inclusive working environments

- Strong track record of building and maintaining effective partnerships with community organisations, schools, and other stakeholders
- Experience of facilitating workshops, working groups, focus groups or youth groups
- Excellent organisational and project management skills, with the ability to plan, prioritise, and execute multiple tasks effectively
- Exceptional communication skills, with the ability to engage effectively with a wide range of stakeholders, including young people, colleagues, and external partners
- Ability to adapt to changing priorities and work effectively in a dynamic and fast-paced environment
- Thorough understanding of safeguarding principles and procedures, with a commitment to promoting the safety and well-being of young people
- A belief in the transformational powers of music for young people
- A great team player
- IT competent, including using Excel, PowerPoint, Word

Ideally, we'd also love it if you:

- Have experience and understanding of the core principles of youth work
- An understanding of working with young people from marginalised/disadvantaged backgrounds and with a range of complex needs
- Experience of how to develop effective quality assurance frameworks
- Experience of writing funding proposals
- Have experience of working in the charitable sector with funders

Benefits

- Pension at 3% of basic salary
- Flexible working
- Staff training and development opportunities
- Cycle to work scheme (shower facilities at Gloucester hub)
- Enhanced Maternity policy
- Wellbeing and social programme for staff
- All the days between Christmas and New Year
- Your birthday off
- Additional unpaid leave by request
- Access to Perks at Work
- A passionate and committed staff team with an inclusive working culture

Details of the role

This is a part-time role (22.5 hours per week), subject to normal probation period of 6 months. It is a permanent role. There’s potential for this role to grow into a full-time position, working across our programmes.

We will consider job shares, reduced hours and flexible working with the right candidate. The salary is £30,000 - £36,000 pro-rata (dependent on experience). The role will be based across The Forest Hub, Soundspace, and The Gloucester Hub with some travel to other venues across the county occasionally expected. We're flexible about some homeworking where it doesn't affect the job.

To apply

Please submit your current CV and a detailed cover letter explaining how you meet the person specification and your previous experience in line with the role responsibilities.

Send your application to kgueye@themusicworks.org.ukby Friday 31st October 2025. Interviews are due to take place on the 4th & 5th November 2025. Please let us know in your application if you're unable to make those dates. If you have any questions about the role, please feel free to contact us.

The use of AI tools (e.g., ChatGPT or similar) is permitted in the application process. However, we strongly advise against copying and pasting answers from AI tools, as this often results in generic responses. We encourage you to showcase your own experiences, voice, and style in your answers and note that this is particularly important given the communication expectations of this role.

Diversity and inclusion are at the heart of our organisation, and we promote equal opportunities. We believe this can be achieved through attracting, developing, and retaining a diverse range of staff from many different backgrounds who reflect the community we serve. We encourage applications from all backgrounds.

We use positive action under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the disabled, or global majority candidate in order to diversify our staff team.

In line with The Music Works safeguarding policy, this job is subject to enhanced DBS checks and satisfactory references.