War Child Music Projects and Events Manager – Job Description

We are a multi-award winning, creative and innovative organisation. The Music Projects and Events Manager will be responsible for delivering live music events and music activations within War Child’s well-known Music & Events team. The Music team creates powerful experiences that bring people together to inspire and entertain and is driving War Child’s place as one of the leading charities within the UK music industry.

A significant part of your role would be managing The Right to Dance, an underground music platform developed and launched by the War Child music team in 2021. Your role will focus not only on project and event delivery in this area but managing partner relationships with media platforms, promoters and DJs.

Using your experience, the Music Projects & Events Manager will deliver a portfolio of creative, innovative and income generating events for War Child and offer delivery support for other teams. The post-holder will have exceptional project and event management skills, and experience of delivering music projects end to end.

If you share our values and believe that children’s lives should not be torn apart by war, we want to hear from you.

<table>
<thead>
<tr>
<th>Team and Department:</th>
<th>Fundraising and Communication</th>
<th>Contract Type:</th>
<th>Fixed-Term contract (12 months)</th>
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</thead>
<tbody>
<tr>
<td>Place of Work:</td>
<td>Our office is in Kentish Town (NW5). This role is open to occasional homeworking.</td>
<td>Working Hours:</td>
<td>Full-time is 37.5 hours. This role is open to flexible working including compressed hours, part-time hours, flexi-time</td>
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<td>Reports to:</td>
<td>Music Live Lead</td>
<td>Salary:</td>
<td>circa £33,000 per annum</td>
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About us
War Child, the specialist charity for children affected by conflict. For more than two decades we’ve delivering high-impact programmes that are rebuilding lives across Afghanistan, Iraq, the Democratic Republic of Congo (DRC), Central African Republic and Yemen. We understand children’s needs, respect their rights, and put them at the centre of the solution - from reintegrating children formerly associated with armed groups and armed forces (CAAFAG) in the Central African Republic to reuniting children with their families in Afghanistan. We look forward to a world in which the lives of children are no longer torn apart by war. This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

Our values

**Bold**
We use our passion and creativity to deliver high quality evidence-based work designed to maximise our beneficial impact for children in conflict.

**Accountable to children**
Children can rely on us to respond to their voices and to treat them with respect and dignity.

**Transparent**
We expect to be held to account by our supporters and beneficiaries and we respond with openness and honesty.

**Committed to each other**
We support each other and our partners to achieve ambitious goals and to be the best we can be. We are honest and open with each other, sharing our successes and confronting our challenges.
Our benefits

- **Flexible working** - we recognise the considerable benefits that flexible working can bring and are happy to discuss any possible flexible working options with our employees from hiring. For most roles, the following types of flexibility are usually possible: flexible hours, an element of working from home, compressed hours.
- **Annual leave** – 28 days per year (full-time) rising to 33 days with service, plus UK bank holidays
- **Pension** - all eligible employees automatically enrolled into a Group Personal Pension Plan with a 5% employer contribution, with minimum employee contribution on a salary sacrifice basis
- **Family leave** – we offer enhanced maternity, paternity & shared parental leave, and family friendly policies
- **Health & wellbeing** - employees may take advantage of a healthcare cash plan and a range of wellbeing initiatives and training. In addition, all employees have access to free, confidential one-to-one wellbeing consultations with trained counsellors.
- **Learning & development** - dedicated to the investment in learning and continuing professional development for all our employees
- **Range of flexible benefits such a Cycle to Work scheme and season ticket loans**

How to apply

- Please download the application pack from [https://www.warchild.org.uk/who-we-are/jobs](https://www.warchild.org.uk/who-we-are/jobs)
- All applications must be sent to recruitment@warchild.org.uk by 11:59pm on 05/12/2021
- Due to limited resources, we will contact only the shortlisted candidates
- Interviews will be held from 8th Dec 2021

Child safeguarding and Adults at Risk

Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have zero tolerance for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. Successful applicants will be expected to be compliant and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: [https://www.warchild.org.uk/whats-happening/news/our-child-safeguarding-policies-and-procedures](https://www.warchild.org.uk/whats-happening/news/our-child-safeguarding-policies-and-procedures)

Pre-employment checks

Employment with War Child will be subject to the following checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International/National Criminal Record Check, and a clear vetting and Due Diligence check
- receipt of three satisfactory references
- proof of eligibility to work in the UK (roles based in the UK only)
Music Projects and Events Manager

Your role

The Music Projects and Events Manager is a key role in the Music team, responsible for leading our newly launched underground music platform, The Right to Dance (TRTD). Reporting to the Live Music Lead, you are responsible for developing and maintaining relationships with partners to bring benefits to TRTD members, as well as delivering events, merchandise opportunities and other key activations to engage the audience and maximise income in 2022.

Alongside TRTD, you will lead projects and events across the live music portfolio, creating and managing budgets, critical paths, and event delivery. You’ll work with other War Child teams to ensure projects are delivered to a high standard, making recommendations based on your experience to improve project management processes where needed. You will be adept at delivering partner rights on projects and events, and you will work with the wider War Child team to achieve our strategic objectives by building our income pipeline of opportunities for existing and new music events. You will have oversight of messaging for your projects and events, working closely with the Communications and Content team to ensure messaging is clear and audiences are well defined for each project.

Your responsibilities

- Project management, including the development and management of critical paths, contracts, budgets, stakeholder engagement and key deliverables for successful outcomes
- Lead the delivery of projects and events in the annual plan that engage the music industry with work of WCUK, working closely with other members of the team to ensure there is a fundraising project pipeline to achieve annual income targets
- Work alongside the Live Music Lead and Music & Events Executive to deliver key music events and activations, providing expertise in all aspects of event management from planning to event day delivery
- Lead on event delivery with new or existing music partnerships safely, and in line with the concept, plan, timelines and budget
- Manage partner relationships during all music project delivery, with a clear understanding of how WCUK’s brand should be represented in the music industry and within music events
- Ensure each workstream has an associated marketing plan and work with the internal comms team to ensure its delivery
- Work with the Live Music Lead and other Senior Managers to deliver other events or activations for fundraising as and when required
- Manage relationships with contractors and external stakeholders to ensure War Child deliver strategic and top-quality events and fundraising activities
- Use all tools available to ensure compliance and our ethical fundraising policy are adhered to in projects and events, including partnership agreements, due diligence processes, CRM database management as well as GDPR and fundraising regulations
- Actively participate in regular department, team or working group meetings, contributing to strategy discussion and decisions that will be beneficial to the development of fundraising activities
- Contribute to creating a culture committed to the safeguarding of children and adults and compliant to WCUK’s Child Safeguarding and Adults at Risk Policies.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the role.
You have

- A current understanding of the workings of the UK’s underground music community including key promoters, agents and artists
- Strong experience of project management including: critically evaluating activities to achieve strategic priorities and maximise their effectiveness; the ability to meticulously plan and maintain a pipeline and budget income; and manage your workload to meet deadlines, manage priorities and hit targets
- Experience in producing and delivering music events ranging from 100 - 3000 capacity that are proven to deliver against their concept, budget and plan
- Experience in managing multiple projects at any one time with a clear focus on reporting progress across all of your workstreams
- Excellent communication and interpersonal skills, with a high degree of emotional intelligence to deal with a variety of internal and external stakeholders
- A network within the UK’s underground music industry with the ability to build and maintain strong relationships with media platforms, artists, labels, promoters, media partners, venues and agents, amongst others
- The ability to work effectively on your own, as well as within a team, within a fast-paced event delivery environment with the capacity to quickly problem solve, whilst making logical decisions to maintain the War Child brand
- A passion for underground music culture, proactively meeting contacts and being willing to attend events in the evenings and weekends
- Experience working with comms and marketing teams to effectively engage audiences and hit targets
- Experience in stewarding partners to ensure they are engaged within a specific project and that all rights are successfully delivered and relationships are developed over the long term

All candidates for roles based in the UK are required to have the right to work in the UK.

Your team

Contact information
To explore the post further or for any queries you may have, please contact: Ben Anderson, Music Live Lead, BenA@warchild.org.uk

For general information about working for War Child please visit: https://www.warchild.org.uk/who-we-are/careers