

Post Specification

Post Specification - Key Information

- **Post Title: Project and Data Officer - Music**
- **Date: December 2025**
- **Post Group Number: 7959**
- **Job Family: Organisational Support**
- **Job Family Role Profile: OS7**
- **Final Grade: Grade 7**

To be read in conjunction with the job family role profile.

Service Area Description

Westmorland and Furness Music Service is the lead organisation for the Cumbria Music Hub partnership. Part of the County Council's Directorate of Children's Services, Quality Resources and Transformation, Traded Services team, the service supports children and education providers and develops opportunity for high-quality musical engagement to suit all levels of learner aged 0 – 18 years of age. We also support the development of the workforce to ensure high-quality music education is offered to all children. The Music Service is a traded service that receives DfE grant funding through Arts Council England (ACE) to deliver the Government's National Plan for Music Education.

As the Cumbria Music Hub Lead Organisation, we work in partnership with local, national, and international partners to deliver the Local Plan for Music Education across Cumbria. Our vision is to enable all children and young people to have access to inclusive, high-quality music education, and to enjoy music making through learning to sing, playing instruments and creating music, and have the opportunity to progress their musical interests and talents. We achieve this through delivery of a wide range of music education offers for children and young people, schools, and other education providers on a traded service basis.

Our aims are to:

- Support schools and other education settings to deliver high-quality music education.
- Support all children and young people to engage with a range of musical opportunities in and out of school.

Support young people to develop their musical interests and talent further, including into employment.

Purpose of this Post

To provide support for the effective operational management and delivery of the Music Service programmes both in and out of school settings, enabling us to deliver a high quality service for children and young people and maximise the impact of the service.

Key Job Specific Accountabilities

1. Support the Leadership Team of the Music Service to ensure Music Service and Music Hub programmes of work are delivered in line with management requirements and meet compliance within legislative and corporate policy guidelines and practices
2. Carry out defined tasks ensuring project delivery to high quality standards on time and within agreed budgets. Escalate issues and risks to more senior managers
3. Support the delivery of key projects and actively participate in the continuous improvement and development of project management expertise, and high-quality project delivery. This will include

- attendance at out of school setting activity, supporting the administration and management of instrument and equipment stocks, and resource deployment (including attendance at the Music Store in Penrith)
4. Support the development of systems to compile, analyse and deliver data reports, cleansing data and preparing for internal and external monitoring including DfE data returns
 5. Manage engagement activities, deliver high quality customer support, and build relationships across diverse internal and external stakeholder and staff as well as externally commissioned/subcontracted providers
 6. To ensure timely and accurate data is maintained for operational effectiveness, and support reporting including to external funding bodies e.g. DfE / Arts Council England (ACE)
 7. Support the financial administration of the Music Service and Hub including with managing Service Level Agreements, invoices, billing and accounts relating to income and expenditure.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** Ability to travel to the Music Store in Penrith as required, and across Cumbria to assist with Hub and Music Service programmes of work which may include out of normal office hours.

Essential Criteria – qualifications, knowledge, experience and expertise

- NVQ Level 2 or equivalent level qualification/s, or equivalent experience in appropriate discipline, or equivalent or knowledge in the relevant work area
- GCSE Grade C in English and Maths
- Experienced in organisational/planning and project management with an interest in the field of Music or Creative Arts
- Experienced and able to manage data, (collection, analysis and reporting), including finance data within relevant compliance, with proven experience of a high-level of competence in accuracy and detail, recognising data cleansing issues
- Effective communicator with good verbal and written communication skills and a commitment to excellent customer service
- A team player, able to develop and maintain effective working relationships and work effectively across boundaries
- Able to work innovatively to develop more efficient and effective service delivery.
- Proactive and self-motivating: ability to organise, prioritise and work autonomously and flexibly to meet targets, and manage tasks within limitations of time and resources, and sometimes under pressure to achieve deadlines
- Highly computer literate and experienced with computer systems and Microsoft Office suite of programs to automate systems, use spreadsheets and databases to collate and monitor service activity relating to participants, programmes and funding.
- Commitment to continuing personal and professional development
- Understanding of Safeguarding Children and Young People and vulnerable adults
- Understanding of relevant procedures and legislation including GDPR and Information security
- Commitment to keep up to date with changes in the industry sector and local government

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- **The level of check required is:**
 - DBS Enhanced – Children and Young People's workforce

Job Working Circumstances

- **Emotional Demands:** Normal
- **Physical Demands:** Normal
- **Working Conditions:** Post is based in Cumbria with requirement to work in any shared Westmorland and Furness council office location (from time to time), also able to work from home (as appropriate).

Other Factors:

- Ability to travel around Cumbria, and out of county on occasion
- Flexible approach to work beyond core hours to meet the needs of the out of school hours programme delivery, including out of school hours, during weekends and at school holiday times