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**ARTS COUNCIL  
ENGLAND**

## Monitoring and Evaluation Manager, Awards for Young Musicians

**Role:** Monitoring and Evaluation Manager

**Reports to:** Chief Executive, Awards for Young Musicians

**Hours of work:** 7 hours per week with the potential to expand these hours.

**Contract:** Fixed term contract for one year (subject to renewal).

**Salary:** £35,000 pro rata salary, equating to £7,000 per year based on one day per week with reasonable expenses in addition.

This is a home-based, flexible position, although occasional travel will be required.

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### About Awards for Young Musicians

Awards for Young Musicians (AYM) exists because musical talent is everywhere but opportunity isn't: family finances and other obstacles too often get in the way. We're here to change this in two key ways:

- We support young musicians from low income families with funding and other help
- We support music education through training, advocacy and research.

Established in 1998 we work across genres and across the UK. Our four programme areas are:

- **Identifying Talent:** training teachers in how to spot young people's musical potential
- **Furthering Talent:** targeting and sustaining young people's emerging talent through strategic support
- **Awards:** funding young talent UK wide through annual grants and tailor-made help for individual musicians
- **Innovation and Research:** leading new thinking and action on talent development

On 1 April 2023 AYM became a **National Portfolio Organisation of Arts Council England** for the first time and we continue to be funded by our long-term partner Youth Music. Similar levels of support come from individual donors and Trusts and Foundations and we also benefit from generous legacies. Alongside this AYM has become a **National Youth Music Organisation** in recognition of the quality and impact of its work. Click [here](#) for more information.

For the first time we will be evaluating all three of our main programmes, each of which tackles a key barrier to young people's musical progression: **Identifying Talent**, **Furthering Talent** and our **Awards** programme, from April 2023 to March 2026.

Now that we are an NPO we need to report to ACE on a quarterly basis on our progress against both our **Activity Plan** (where measures of success have already been agreed for the first year) and the actions we've set for the first year against each of ACE's four **Investment Principles**. The Monitoring and Evaluation Manager will work with the External Evaluator to enable us to report effectively and accurately on our progress, both to ACE and to our other funders.

AYM is a reflective organisation. We've always invested time and effort in seeking out, understanding and demonstrating the difference our programmes are making. We believe in learning from experience. This is what we mean by evaluation.

### **The Monitoring and Evaluation Manager role**

The Monitoring and Evaluation Manager will work with the AYM team including the External Evaluator, the Chief Executive, the Identifying Talent, Furthering Talent and Awards Programme Managers, the Systems Consultant and the wider AYM team to collate and analyse the data (qualitative and quantitative) collected.

### **Key tasks**

Working closely with the External Evaluator you will:

#### **Co-deliver the monitoring and evaluation of AYM's programmes**

- Work with AYM's team to design AYM's monitoring and evaluation framework for 2023-26
- Work with the AYM team to identify the appropriate data collection methods for each of the three programmes
- Work with the External Evaluator to refine the data collection tools
- Ensure monitoring data is collected and inputted into AYM's CRM system in accordance with AYM's monitoring and evaluation framework
- Analyse monitoring data and produce reports as needed
- Coordinate the activities required by the evaluation framework (e.g. focus groups, surveys)
- Process monitoring data, ensuring confidentiality for respondents in line with GDPR requirements.
- Undertake analysis of data collected and interpret it with AYM team members and the External Evaluator
- Work with the AYM team to produce an annual impact report
- Collate data for quarterly reporting to the Board and thereby to Arts Council England.
- Collate data for reporting to other funders as required.
- Plan and deliver occasional research projects and other monitoring activities as needed.

#### **Support the development of monitoring and evaluation processes and systems**

- Review existing monitoring tools and develop new monitoring tools as required.
- Review the monitoring data collected to ensure it meets AYM's needs.
- Build and improve AYM's existing programme of data collection, data entry and data analysis that meets the organisation's needs.

### **General duties**

- Liaise with other members of the team to ensure their needs for monitoring information are met.
- Ensure the rest of the team are up to date with changes to monitoring and evaluation processes.
- Undertake external research when required to inform the strategic development of AYM
- Attend training and conferences relevant to the position, or other events that may be relevant for the learning of the whole team.
- Attend AYM workshops and events as required
- Although this is a home-based position occasional travel will be required.

### **General requirements for all AYM staff**

- Uphold and promote the organisation's core values.

- Contribute to the organisation's strategic priorities, including to equity, diversity and inclusion, ensuring that this informs all activities.
- Contribute to the development of a professional working and learning environment within the organisation.
- Ensure adherence to the organisation's policies and procedures.
- Work in a flexible manner in line with the organisation's objectives and be willing to occasionally undertake other duties as reasonably requested.
- Deputise for other colleagues on occasion and as appropriate.

## Person specification

### Essential experience

- Designing and implementing monitoring and evaluation frameworks and processes in the cultural, social or education sector
- Designing qualitative and quantitative research tools, e.g. questionnaires, focus groups, interviews.
- Managing, manipulating and reporting data
- Working with a small team

### Essential skills

- Inspiring and engaging verbal and written communication skills, including the ability to have conversations on occasion about sensitive issues.
- Able to interpret and communicate complex information in a clear and engaging way for different audiences.
- Numerate and computer literate, with excellent Microsoft Excel skills, e.g. creating pivot tables, graphs and automated reports.
- Excellent IT skills and the ability to learn new databases and systems. Experience of Salesforce would be an advantage.
- Organised and methodical with good attention to detail.
- Ability to generate creative ideas for evaluating new projects and programmes.
- Good interpersonal skills including the ability to work co-operatively and effectively with others as a member of a team.

## Other

- Commitment to AYM's values of equity, diversity and inclusion.
- Ability to travel to join workshops and facilitate focus groups as required.
- Empathy with young people facing financial and social obstacles.
- Interest in the arts.

## Terms and conditions

- **Contract:** Initially for one year, to be extended by mutual agreement.
- **Place of work:** From your own home/office and other locations as required. Occasional face to face meetings will also take place with the AYM team e.g. in Bristol, London, Birmingham and Nottingham. You can be based anywhere in the UK to apply for this role.
- An ability to travel around the UK from time to time (although your own transport is not required). Expenses will be reimbursed for travel.
- The post holder will be required to apply for a Disclosure and Barring Scheme (DBS) check in line with AYM's Safeguarding Policy.
- Computer equipment will be provided, depending on individual requirements.

## Find out more

We'd be happy to answer any questions you have about this role. If you would like to find out more please contact Neil Phillips, Furthering Talent Programme Manager:

[neil.phillips@a-y-m.org.uk](mailto:neil.phillips@a-y-m.org.uk)

## How to apply

Please complete the Applicant Details Form, Application Form and **optional** EDI Monitoring Form, and return these to [katherine.rigg@a-y-m.org.uk](mailto:katherine.rigg@a-y-m.org.uk)

- The deadline for applications is **Tuesday 2 May at 12 noon. Shortlisted applications will be informed by Friday 12 May.**
- In person interviews will be held in Bristol on **Thursday 1 June.**
- The position is available to start in June 2023. A start date will be negotiated with the successful candidate.