

JOB DESCRIPTION

Job Title:	Leeds Junior Conservatoire Manager
Department:	Strategic Partnerships Team
Grade:	8

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. Manage and coordinate the Leeds Junior Conservatoire programmes, including The Junior Conservatoire Saturday Music School and other relevant activity e.g. short courses, performances, ensemble projects, and outreach activity.
2. Collaboratively develop (with relevant stakeholders inc other school heads, academics and departmental colleagues) LJC curriculum, reviewing staffing, modules, optionality and scheduling.
3. Work with external educational partners e.g. Music Hubs and develop (alongside Partnerships Team) new relationships/partnerships that support delivery, engagement and progression.
4. In coordination with Marketing and A&P teams, plan and develop relevant activity with schools with the objective of increasing student recruitment to LJC from under-represented groups as identified in the conservatoire's Access, Participation and Progression commitments.

REPORTS TO:

Head of Strategic Partnerships

STAFF RESPONSIBILITIES FOR:

Teaching staff/tutors, LJC Coordinator, Student Supervisors

DUTIES:

The role-holder will:

- To manage and support development of Leeds Junior Conservatoire, working with the wider department and colleagues across the conservatoire, to ensure it meets the needs of the students, regional partners, and strategic aims of Leeds Conservatoire.
- Provide line management to direct reports (e.g. LJC Coordinator), to all teaching staff, student supervisors and workshops guests associated with LJC provisions.
- Manage day to day delivery, ensuring the smooth running of Saturday Music School as well as other LJC activities/initiatives.
- Liaise with Marketing, Access, Participation and Progression Managers (and other relevant colleagues) to support and increase access for students from

underrepresented groups in line with LC strategies and commitments (e.g. Access & Participation Plan).

- To provide student and family support where necessary e.g. details re course provisions and advice on bursaries, timetabling etc.
- Plan and manage recruitment activity (with central Marketing Dept) across all LJC provisions, including scheduling workshops and other activity, utilising appropriate feedback loops to improve initiatives.
- To ensure appropriate Health and Safety and Safeguarding procedures are always followed, including preparation of risk assessments.
- To develop and maintain relationships with Music Hubs and funding bodies, planning and delivering connected activity, supporting the collection of data and preparation of reports.
- To represent LJC in external meetings, attending conferences and other relevant activities both regionally and nationally.
- To input and maintain accurate data using LC systems.
- To build and support maintenance of online content e.g. web pages and event schedules/calendars.
- To monitor student registration and attendance, communicating with responsible adults and reporting concerns where necessary.
- To manage financial transactions including course fees, administering bursary applications, and collecting relevant data for reporting to external organisations.
- To be a member of the conservatoire's designated safeguarding team.
- To comply with all Conservatoire policies and procedures.
- To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Conservatoire Appraisal Scheme.
- Any other reasonable duties commensurate with the level of the post, which may be required from time to time.

GENERAL TERMS AND CONDITIONS OF POST	
Duration of Role:	Permanent
Working Hours:	37 hours per week; to include Saturday across flexible weekday hours
Salary:	Grade 8
Notice Period:	2 months
Probation Period	10 Months
Pension Scheme:	Eligible to join the West Yorkshire Pension Fund
Special Conditions of the Post:	Required to participate in occasional evening events as necessary. Required to manage and attend Saturday provisions as necessary. Completion of an Enhanced DBS check
APPROVAL OF JOB DESCRIPTION - LCM	
Compiled By:	James Warrender
Compilation Date:	6/7/2026