

Pembroke Academy of Music Project Manager



Brief Description

To manage the successful delivery of the Pembroke Academy of Music programme.

Application Deadline: Monday 14 July 2025, 9 am GMT

Interviews: Week of 21 July

Please note that successful candidates may be asked to lead a workshop session on the afternoon/evening of Wednesday 23rd July. Please let us know as soon as possible if you will not be able to make this.

To apply: complete and submit the application form at this link:

<https://airtable.com/appFXRWkQg3bsuhhj/shrkbKdfpXFv25Gso>

Pembroke House actively seeks and encourages applications from candidates from diverse backgrounds. We actively encourage applications from eligible candidates from a BAME background. We would also like to encourage applications from people who live locally.

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. At interview stage you will be required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Pembroke House

Pembroke House is a centre for social action and residential community in Walworth, south-east London. We were founded in 1885, by students from Pembroke College, Cambridge, as one of the first settlement houses. Shocked by growing poverty and inequality, the pioneers of the settlement movement sought a new approach: taking up residence to live, work and solve problems alongside local communities. For 140 years, we've been working to bridge traditional divides and unite people – whatever their background or walk of life – in building a better Walworth.

Pembroke House

80 Tatum Street, London SE17 1QR | 020 7703 3803
info@pembrokehouse.org.uk | @Pembroke1885

Registered Charity Number: 1177866 Registered Company Number England and Wales: 10586362



Role overview

Responsible to: Director of Programmes

Responsible for: Pembroke Academy of Music Administrator, Music Tutors

Salary: £34,736 FTE pro rata

Term Length: 1 year, with the possibility of extension

Location: Primarily from the Pembroke House office Walworth SE17, with some work from home possible

Hours of Work: 17.5 hours per week, during normal working hours, but must also be available to work Wednesday evenings when PAM programme is in session

Budget oversight: Pembroke Academy of Music budget

The Pembroke Academy of Music (PAM) is an open-access music education programme with a vision that all young people should have the opportunity to learn and grow through high-quality engagement with music. PAM works toward this vision by offering local children low-cost classical music instrumental instruction, providing opportunities for them to perform and enjoy music and supporting their personal development through music. PAM includes:

- Weekly instrument tuition in either violin, cello, trumpet, trombone, guitar, clarinet, or flute;
- Weekly in-depth music-making sessions in ensemble work, musicianship, music theory, and biweekly composition lessons;
- Termly solo and ensemble performance opportunities in the Walworth community;
- Collaborative music projects with our local music organisations such as: Youthsayers Music, Orpheus Sinfonia, Brixton Chamber Orchestra.
- Travel to Cambridge and participate in music workshops with the Pembroke College Chapel Choir

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- Trinity Board Music Examinations.

The role of the PAM Project Manager is to oversee all aspects of the delivery of PAM, with the support of the PAM Administrator. The PAM Project Manager also ensures PAM works within our overall statement of purpose for arts programmes at Pembroke House:

- Creating space for local people to learn arts disciplines, create art together and share various forms of creative expression with each other and the wider society
- Using the arts as a way to connect people to each other and strengthen the community
- Nurturing the creative life of the Walworth community by supporting local artists and art making that comes from the local community
- Exploring the role of the arts in bringing about social change

What will be different if this job is done well?

- Learning: Children of all levels of experience who have less access to music education will experience high-quality music training that will support both their musical and personal development
- Team development: The PAM team will work together to deliver its work well and on time and to reflect, learn and continuously improve, from week to week, term to term and year to year
- Sustainability: The long-term sustainability of the music programme and any new programming will be secured, building on strong relationships with current funders.

Workstream responsibility

Pembroke House's work is organised around five key streams. The PAM Project Manager's work will sit in the Programming Stream. In addition, a clear understanding of work happening in all areas will be essential to the successful functioning of the role.

Key Relationships

In this role you will be expected to work closely with other key members of the team.

Programming

Director of Programmes. The Director of Programmes oversees the Programming and Social Front Door workstreams. The Director is responsible for the

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development of an overall purpose and ways of working within these programmes and holds programme leads accountable for their delivery.

PAM Administrator. The PAM Administrator is a contractor responsible for delivering all of the administrative and logistical work of the PAM programme. The PAM Project Manager will be responsible for overseeing the work of the PAM Administrator.

Enablers

Director of Finance & Operations. The Director of Finance and Operations will work with the PAM Manager to agree and manage budgets for PAM.

Chief of Staff. The Chief of Staff will work with the PAM Manager to ensure that priorities and HR practices for PAM are aligned with our organisational plans and the capacity of the wider team.

Pembroke Academy of Music Project Manager



Job description

This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Main Duties and Responsibilities

1	PROGRAMME MANAGEMENT <ul style="list-style-type: none">• Create and maintain conditions that maximise the enjoyment, learning and development of participants, tutors and volunteers• Oversee the planning and delivery of all aspects of the PAM programme, including sessions, performances, workshops, trips, exams, reporting etc.• Ensure the PAM programme is aligned with our mission and values• Oversee team of tutors, ensuring they have the tools and support they need to deliver effective music education• Maintain and build relationships with external partners to deliver opportunities for students to perform and enjoy music• Ensure PAM is connected to the network of music education programmes in Southwark• Lead educational sessions within the PAM programme such as an instrument lesson, a whole group session or musicianship class• Oversee instrument and equipment inventory• Support students' ongoing musical growth, for example, assisting them with bursary applications or finding outlets for musical expression beyond PAM• Ensure regular, consistent communication with parents• Manage PAM budget and ensure PAM is delivered within budget• Ensure that Health and Safety and Safeguarding policies and procedures are properly understood and followed• Oversee evaluation and monitoring of PAM programme, ensuring both the programme and the wider organisation are engaging in ongoing learning from its work• Contribute to the development of the wider arts programme at Pembroke House
2	FUNDRAISING <ul style="list-style-type: none">• Contribute to fundraising for PAM and other arts programmes through trusts and foundations with the support of the Pembroke House team

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	<ul style="list-style-type: none"> • Organise fundraising events/donor drives for PAM such as a fundraising concert or busking at a station • Manage ongoing grants
3	OCCASIONAL DUTIES <ul style="list-style-type: none"> • Attend special events organised by Pembroke House which may be during the evenings or at weekends. • Attend monthly team dinners held during the evening. • Complete other tasks commensurate with the level of the role
6	OTHER <ul style="list-style-type: none"> • Take part in weekly and monthly meetings of all staff or smaller project-based teams helping foster effective team-working and a coherent approach across all our activities. • Contribute to developing the learning framework for our organisation as a whole by taking part actively in discussions and learning days. • Take part in the life of Pembroke House by mucking in when a team effort is required to get something done. • A commitment to the Equal Opportunities Policy of Pembroke House • Act as a First Aider and Fire Marshal
<p>The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke House reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.</p>	
Job Description prepared by	Tara Mack
Date	20 June 2025

Pembroke Academy of Music Project Manager



Person Specification

Who we're looking for

The person we appoint to this role will be passionate about music education. You will bring musical expertise and training, as well as an understanding of what makes a music education programme effective.

You will also be passionate about Pembroke House's wider mission and will be looking to mix your musical skills and creative practice with the opportunity to work as part of a small and enterprising organisation, tackling long-term inequalities in a diverse neighbourhood. Key to Pembroke House's work is to fight inequality by building stronger relationships and stronger communities of residents in the Walworth area. You will be excited to ask the question, what is music education beyond individual instrumental instruction? How can a music education programme help build not just stronger individuals but stronger communities?

You will be a good communicator, someone who can talk to and build relationships with people of diverse backgrounds, and an effective leader who can motivate a team to work together and build shared understanding. You will be a well-organised person who can turn multiple interconnected and sometimes competing priorities into a well-ordered plan. Most of all, you'll be passionate about learning, comfortable with challenging your own ideas and preconceptions, and constantly looking for ways to improve.

Qualifications / academic achievements / education	Tested at
An undergraduate degree in music or an equivalent level of formal musical education	Application
Experience - Essential	Tested at

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2 years' experience working with children and young people in a music education environment	Application
2 years' experience in project management	Application
Experience of raising money for projects	Interview
Experience - Desired	Tested at
Competency in languages other than English, particularly Spanish	Interview
Personal Attributes - Essential	Tested at
Experienced musician, with excellent performance and teaching skills in at least one instrument	Application
Strong written and verbal communication skills and interpersonal skills	Application/Interview
Proactive organisational skills; ability to plan, prioritise, and balance tasks to manage workload	Interview
Ability to work effectively as part of a team and take direction from others	Interview
Experience in delegating tasks	Interview
Ability to maintain focus and adapt in a rapidly changing environment	Interview
Ability to take initiative and work independently	Interview
An ability to respond to and act on feedback	Interview

Special Conditions

Essential

- Willing and able to work from the charity's premises
- Ability to work regularly on Wednesday evenings, and occasionally outside of normal office hours including evenings and weekends
- Sensitive to the ethos of St. Christopher's Church

For further information about Pembroke House, please visit our [website](#).

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If you have any questions about the role then please be in touch with Tara Mack, The Director of Programmes at tara.mack@pembrokehouse.org.uk

Benefits

Salary: £34,736 FTE pro rata

Cost of living will be reviewed annually and is currently pegged to the Higher Education single pay spine – a collective agreement negotiated between five trade unions

Working culture

Approximately a fifth of the team are part-time employees and we all come from diverse backgrounds and experience – ranging from local and central government and youth & community work, to academia, music, dance and politics.

Food plays a central and growing role at Pembroke House: when possible we run community lunch clubs, monthly team dinners, healthy breakfasts, and lunches.

No-one at Pembroke House is confined to a desk or computer — everyone chips in with projects, events and activities.

Wellbeing activities take place throughout the year.



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Holidays

28 days paid annual leave per annum (pro rata), plus the standard Bank and Public Holidays and three discretionary days between Christmas and New Year.

The leave year begins on 1 April. During the first year of employment, you will be entitled to annual leave on a pro rata basis

Pension

A 5% employer's contribution to the pension scheme is offered, subject to qualifying criteria