



Underpinning Hubs for the Future: Partnership Innovation Fund

Recruitment and Post Specification for Equality, Diversity & Inclusion (ED&I) Project Lead Consultant

About MEHEM

Music Education Hubs East Midlands (MEHEM www.mehem.org) is a consortium of the seven Music Education Hubs representing the cities and counties of the East Midlands:

- Derby and Derbyshire
- Leicester and Leicestershire
- Lincolnshire
- Northamptonshire
- Nottingham City
- Nottinghamshire
- Rutland

MEHEM exists as a support mechanism for the lead partners of the East Midlands Music Education Hubs in the delivery of the National Plan for Music Education, by aspiring to assist member organisation to:

- Provide high quality music education and support children and young people in the diverse East Midlands community
- Inspire all children and young people to sing and play a musical instrument developing their talent through progressive pathways
- Promote high achievement through diverse partnerships
- Transform lives through music
- Provide opportunities for musical excellence to flourish
- Reach all sectors of children and young people, including hard to reach and those in challenging circumstances, inspiring and enriching their lives through music

- Reflect the musical diversity of the East Midlands community through engagement with highly skilled and experienced partners
- Build sustainable pathways to nurture musical talent
- Promote innovation, creativity and achievement in music and the arts

Project Overview

MEHEM has been successful in securing funding, as part of the Underpinning Hubs for the Future: Partnership Innovation Fund | Music Mark, which will contribute to stabilisation and recovery in the wake of COVID-19. Our aim is to develop a MEHEM wide Equality Diversity & Inclusion (ED&I) collaborative strategy which will take immediate action to improve ED&I in music education across the region.

Additional partners include Home | Orchestras Live and Changing Tracks Hertfordshire - Changing Tracks

Post Specifications: MEHEM ED&I Project Lead Consultant

We seek an ED&I Project Lead Consultant, initially until March 2022, to develop a MEHEM wide ED&I strategy which will take immediate action across the region.

Outcomes:

The MEHEM ED&I Project Lead Consultant will provide central coordination and lead on the day to day implementation and administration of the project.

- Manage and deliver the development of the MEHEM ED&I Theory of Change including implementation plans for each MEH
- Explore the range of starting points in partnership with newly engaged ED&I Local MEHEM Champions (MEHEM ED&I working party)
- Build an ED&I understanding of each MEH including the needs of their workforce
- Review and prioritise existing recommendations from recent documentations
- Identify existing best practice across the sector within the region and nationally e.g. UpRising! - MEHEM
- Develop and Implement a workforce ED&I survey
- Identify MEHEM ED&I SMART recommendations such as
 1. ED&I Awareness (Training)
 2. Developing Diverse Workforce
 3. Diversifying MEH offer
 4. Creation of a ED&I strategy with a clear actions timeline
 5. Agreement and dissemination of MEHEM ED&I Pledge (MEH Partners)
Similar to 'More than a Moment' West Midlands LCEPS
- Develop and agree the 'What Next?' timeline to future proof the development

Additional days are available where the candidate has the skills, expertise and knowledge to deliver against the identified SMART recommendations such as workforce training. This may also be externally sourced if appropriate.

Timeline

Contract Type	Freelance Consultant, Contracted by Lincolnshire Music Service		
Salary	£300 per day x 24 days = £7,200		
	Sept/Oct	7.5 days	Scoping, Research and MEH Conversations (ED&I Champions) <hr/> ED&I Champions and MEHEM Leads Briefings <hr/> MEHEM Leads Feedback of Recommendations <hr/> Development of Strategy
	Nov	2.5 days	Workforce Questionnaire and Survey <hr/> Strategy / Pledge Feedback ED&I Champions and MEHEM Leads
	Dec	1 day	Workforce Findings Report and Feedback
	Jan*		ED&I Workforce Training (8 days tbc – can be outsourced)
	Feb / March	13 days	ED&I Additional Development Days Development of Pledge What next Timeline (Actions) Feedback and Evaluation
Term	September 2021 – March 2022		
*ED&I Training	An additional £2400 is available for ED&I training which may be delivered by the ED&I Project Lead Consultant or sourced externally		

Key attributes for post-holder:

- Suitably qualified and experienced to oversee ED&I development and ability to show credibility of knowledge with other partners
- Have lived experience of identifying with one or more protected characteristics or can demonstrate an understanding of the perspectives and lived experiences of diverse groups and people

- Outstanding interpersonal skills; initiative-driven and pro-active with a proven track record in managing partnerships and bringing people from different sectors together Self-motivated and efficient; well organised
- An understanding of how Music Hubs work within the wider music education structures
- Experience of project management including the commissioning of CPD to meet identified needs
- Outstanding and visionary leadership skills
- Demonstrable evidence of experience of ED&I and of leadership within ED&I
- Proven track record of budget management

Recruitment Process

The timeframe for recruitment will be as follows:

Weds 1 Sept: Post advertised: Applications to be submitted to musicservice@lincolnshire.gov.uk
Pre-recruitment checks, including safer recruitment and regulated activity checks will be undertaken by Northamptonshire Music and Performing Arts Trust

Wed 15th Sept: Applications close

Thurs 23rd Sept: Interview Day of which will be carried out through Zoom or similar portal

Post commences as soon as possible after Thurs 23rd September.

Next Steps

Candidates should send a CV, completed details form, and a covering letter outlining their suitability for the post and how they meet the key attributes to musicservice@lincolnshire.gov.uk by Weds 15th September.

Interested candidates are also invited to contact Jennifer McKie, Lincolnshire Music Service, for an initial discussion regarding the role on 01522 553238. Please note that calls may be fielded by any member of the Lincolnshire Music Service team according to demand.