



## JOB DESCRIPTION & PERSON SPECIFICATION

### 1. JOB DETAILS

<b>Job Title:</b>	Access and Participation Manager
<b>Location:</b>	Royal Academy of Music, London NW1 5HT
<b>Responsible to:</b>	Dean of Students
<b>Internal/external contacts:</b>	Senior Management Team, Heads of Programmes, Heads of Principal-Study Departments, Student Data Manager, liaison with Office for Students regarding Access and Participation, liaison with external pre-18 education providers, liaison with external music organisations delivering pre-18 experience.

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### 2. NATURE & SCOPE

The Royal Academy of Music is one of the world's leading conservatoires. As we approach our bicentenary in 2022 we aim to develop our access and participation strategy and activities to ensure that we are providing the participation opportunities for and recruiting students from the widest possible pool of talented young musicians. The new post of Access and Participation Manager has been created to drive forward this agenda. The post holder will have an excellent knowledge and experience of pre-18 music education and the transition to higher education. They will have an excellent understanding of the current national access and participation agenda, and will be committed to widening access and participation in the context of intensive, high-level specialist training.

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### 3. PURPOSE OF THE JOB

The Access and Participation Manager will contribute, in collaboration with the Dean of Students, to the development of the Academy's Access and Participation plan. The post holder will liaise as appropriate with the Office for Students to ensure that the Academy is abreast of any new developments in the national access and participation strategy and is able to respond appropriately with its institutional strategy. A key member of the Access and Participation Committee, the Access and Participation Manager will lead the delivery of the plan, collaborating with the Director of Junior Academy and the Head of Open Academy to ensure that those departments contribute effectively to the Academy's access and participation goals. The post holder will develop relationships between the Academy and pre-18 providers and be the primary liaison contact for all internal and external contributors to our *Your Academy* initiatives.

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### 4. KEY ACCOUNTABILITIES

- To contribute to the strategic direction of the Academy's Access and Participation Plan.

- To develop existing and new relationships between the Academy and external providers of pre-18 musical experiences with the aim of widening the pool of potential participants in the Academy's HE programmes.
  - To advise on and develop opportunities to widen access and participation across the Academy.
  - To be responsible for the submission of the Academy's Access and Participation Plan and associated information to the Office for Students
  - To analyse and utilise data to inform the ongoing development of the Academy's Access and Participation Plan.
  - To develop and manage the implementation of the Academy's Access and Participation Plan in collaboration with a wide range of internal and external stakeholders.
  - To develop and coordinate the Academy's programme of evaluation of its activities in accordance with the requirements of the Access and Participation Plan.
  - To liaise with the Office for Students regarding the Academy's Access and Participation Plan and on any developments in the national agenda as they might affect the Academy.
  - To be an ex-officio member of and key contributor to the Access and Participation Committee
  - To carry out any other duties as are within the scope, spirit and purpose of the job, as requested by the Dean of Students.
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## 5. GENERAL

1. This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment in consultation with the post holder.
  2. All employees have a duty to comply with the Academy's published policies and procedures.
  3. The Academy is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment, in line with the Ethics and Conduct policy.
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