

Encore Enterprises

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Further Information for Applicants

Dear Applicant

Thank you for your interest in the current two staff vacancies with Encore.

Herefordshire Music Service was externalised by Herefordshire Council in 2012. The Music Service set up a 'not for profit' community interest company called Encore Enterprises CIC, to take over the running of the Music Service from August 2012. Having successfully established and developed, Encore has now embarked upon a major expansion plan. This will see a charity called The Music Pool (based in Hereford) transfer its services to Encore. The transfer officially takes place on 1st July, but in reality, it will take well into the Autumn Term to transfer all of the services to ensure we do this effectively.

Encore has a very experienced and highly supportive board of 5 Directors. This includes the Managing Director.

Encore has an excellent reputation and delivers services to over 90% of schools and to around 5,000 young people every week. All well above the national average!

From September, Encore will be providing the following services, divided between two managers:

Senior Manager

Early Years/pre-school

Instrumental and vocal lessons to schools (under a self-employed Accredited teacher Scheme)

Whole class ensemble tuition (known locally as wider opportunities)

Special school provision

CPD support and advice for schools – including a highly regarded annual School Music Conference

Assistant Manager (vacant advertised post)

Herefordshire Youth Music – county ensemble system (bands and orchestras etc)

A developing rock and pop programme

Various other projects, one-off activities

Adults – mental health, physical and learning disabilities

Adults – older people and those with Alzheimer's and dementia



Assistant Manager

This is an exciting opportunity to shape a new post and the services within this remit. This is an operational management post, working with the MD to plan strategically. We need someone who can manage a wide range of provision. This could be everything from attending and managing the Saturday morning Music Centre through to managing a weekly music workshop for people with learning disabilities. The ability to manage concerts and other performances is essential. This would include the delegation of duties to other staff too. Could you work with the Music Hub to develop our ensemble provision? Could you work with our partners to provide more musical opportunities for a vulnerable adults?

The job description is deliberately detailed to help you get a good feel for the varied role of the posts.

Due to the wide remit of the role, we welcome candidates from a wide range of backgrounds. You may have skills which are transferable to the areas which you might be less familiar with.

Due to the nature of the post, there is scope for flexible working for the right candidate.

Business Support Assistant

This will provide specific support to the Assistant Manager post above. It will include attendance at our Saturday morning music centre and at many concerts and events. It is a really varied role. Much of it is office based, dealing with our service users but it offers the opportunity to get fully involved with the services we provide and to get out into the community. If you want an office only job then this isn't for you, but If you want a job with variety then hopefully it is!

The post will also support all aspects of the main office and business. In particular this will include providing Business Support for the Senior Manager who runs the Music Education Hub. This usually involves approximately 8 twilight meetings each term.

The post is for 26 hours per week all year round. For the right candidate we could offer some flexibility e.g. term time with potentially less hours in the holiday.

The Team

There is a strong team ethos within Encore. Whilst we all have our own areas of responsibility we all roll up our sleeves and muck in when it gets busy. For larger events, several members of the team are usually on duty to help. We are in the midst of a transition process with all the new services coming on board. We will need a transition period, just like you will. You can be assured of a warm welcome and great support if you are lucky enough (I hope that is the right term!) to join us.

Cliff Woollard
Managing Director

