



Recruitment Pack

Head of Cultural Partnerships



*Inspiring everyone to thrive and achieve
through the power of music, arts and culture*

West of England Music and Arts

West of England Music and Arts (WEMA) makes music, arts and culture accessible, affordable and enjoyable for all. We enable positive outcomes for people of all ages, regardless of background or perceived ability, to help build creative, nurturing and culturally connected communities.

Working across B&NES, Bristol, North Somerset, South Gloucestershire and beyond, our mission is to:

- Provide progressive, high-quality music and arts education
- Champion Equity, Diversity and Inclusion
- Focus on improving health and wellbeing
- Forge positive and effective partnerships in music, arts and culture

WEMA Objectives

- Deliver inclusive music education through instrumental tuition, classroom programmes, support for teachers, ensemble playing, and performance opportunities.
- Increase access to cultural education, through workshops and programmes from experienced creative practitioners, plus CPD support for teachers.
- Offer a holistic range of Creative Health services - from music therapy to wellbeing and inclusion projects.
- Support everyone to achieve their creative potential and develop personal and social skills; build tangible pathways to artistic careers and foster a greater understanding and enjoyment of diverse cultures.

WEMA, as the parent charity, drives regional and national strategy across four areas of work:

Music Education Hub

Launched in September 2022, the Music Education Hub brings together the former Music Education Hubs of Bath and North East Somerset, North Somerset and South Gloucestershire, creating a regional powerhouse for music education.

It supports students, families, schools and education settings, funded by the Department for Education, to deliver the National Plan for Music Education.

As a charity, we raise funds through grants, sponsorship and donations to expand the reach of our inclusive programmes, focussing on the needs and aspirations of those who are vulnerable and in challenging circumstances.

Cultural Education Hub

Inspired by the Government's Cultural Education Strategy, we brought together a range of local partners to build on WEMA's success as a music education hub. Our aspiration is to support schools, cultural practitioners and organisations, so that 'every child has the opportunity to access a cultural activity every year'.

In Autumn 2023, WEMA was awarded significant funding from Arts Council England's Place Partnership fund, as part of the West of England Combined Authority's £3.1m 'Culture West' programme. WEMA, as lead for one of four Culture West delivery strands, has created a dynamic Cultural Education Hub for training, partnership building and cultural pathways for young people and creative practitioners across the West of England.

Creative Health

We are one of only a few education hubs to offer a Creative Health service, including music therapy, well-being and inclusion programmes. These support vulnerable children, young people and adults. Our team of qualified, registered Music Therapists work in schools and other settings, engaging in one-to-one, group, and family therapy.

Complementing this is our work to promote and realise the power of music on every person's wellbeing. We support schools in their wellbeing curriculum, work with individuals and groups of young people and adults in, or at risk of, social, emotional and mental health difficulties.

West of England Music Ltd

This is the traded arm of the charity and home to our delivery of tuition, courses and programmes. These services are charged to parent/carers and schools, with the traded service receiving funding from the charity to support those who cannot afford to pay.

Our team of nearly 200 music teachers and music therapists deliver over 50,000 hours of activity annually, covering 95% of schools and a range of community and education settings.

Through this work, thousands of young people gain the opportunity to learn an instrument, sing, play in groups and ensembles, take part in term-time and holiday courses, create their own music, explore their creativity, and build confidence and resilience. Many take part for the personal and social benefits of music. Those keen to progress their music are supported and inspired to achieve the highest standards and progress into a music career.



Head of Cultural Partnerships

Through our Cultural Education and Music Hubs, we are transforming the Cultural Education landscape through inspiring opportunities, training, partnership building and cultural pathways for young people and creative practitioners across the West of England.

The Head of Cultural Partnerships is responsible for delivering on our aspiration that ‘every child has the opportunity to access a cultural activity every year’.

The postholder will develop the strategies, networks and programmes necessary to deliver three core outcomes:

- Driving up breadth, skills, knowledge and standards in schools’ creative curriculum
- Building education-industry partnerships to support training, engagement, work experience and career pathways
- Delivering a range of inspiring programmes across the education sector to ensure young people can thrive through arts and culture

This role will also:

- Contribute to WEMA’s fundraising activity, ensuring a range of income streams are secured to sustain the Cultural Hub
- Engage with key stakeholders regionally and nationally to put WEMA at the heart of national cultural education strategy

Our commitment to accessibility and inclusion underpins all our outcomes. The postholder will ensure that all children and young people, regardless of their needs and circumstances, can participate, thrive and achieve in their cultural ambitions.

The role is offered as a permanent contract for 3 days per week for the core role, plus the option to extend to up to full time for a successful candidate with an exceptional track record in fundraising. The role is based at our office at Little Stoke School in South Gloucestershire with frequent travelling to visit stakeholders across the region. There is also an allowance for home working.

Application: To apply, please complete the online application at www.wema.org.uk/jobs

Closing Date: 9.00am, Monday 23rd February 2026.

Interviews: Interviews will take place on Thursday 26th February with the successful candidate starting work on, or as soon as available after, 20th March 2026.

If you wish to discuss the role informally before applying, please contact Simon Lock at Simon.Lock@wema.org.uk

Extra information

The role requires substantial contact with children, therefore applicants are required, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended), and the Disclosure of Criminal Background of those with Access to Children (Children's Act 1989) to reveal any criminal convictions, bind-overs or cautions, including those which would normally be regarded as 'spent'. The role is also subject to screening by the Disclosure and Barring Service.

We are an inclusive organisation and actively promote equality of opportunity for all to ensure our organisation delivers on its values and is representative of the diverse communities we serve.

We welcome applications from all people, especially those who face barriers to access or participation. We are committed to making adjustments to enable everyone to apply for, and carrying out, any of our roles.



Job Description and Person Specification

Head of Cultural Partnerships

Reports to: Chief Executive

Hours: 3 days per week, plus up to 2 additional days for experienced fundraising

Remuneration: £46,000 to £48,500 (full-time equivalent)

Purpose of the Role

The Head of Cultural Partnerships is a senior management role responsible for the strategic development, funding, design, delivery, and evaluation of WEMA's cultural partnership programmes.

The role combines strong leadership in programme and partnership development with responsibility for securing and managing external funding. A core focus is the creation of high-quality cultural programmes, sustainable partnerships, and clear work experience and career pathways for school-aged children and young people.

Key Responsibilities

Strategic Leadership and Programme Design

- Lead the strategic development of WEMA's Cultural Education Hub, ensuring the continuation of our regionally and nationally significant programme.
- Lead the development of an inspiring cultural strategy for music and the creative arts, developed in collaboration with young people and creative leaders.
- Design and oversee high-quality, inclusive programmes with clear outcomes, progression routes, and success measures.
- Translate strategic priorities into funded, deliverable programmes with defined milestones and impact measures.

Partnership Development and Management

- Build, manage, and sustain senior-level partnerships with cultural organisations, schools, local authorities, funders, and employers.
- Represent WEMA at senior partnership forums and sector networks.
- Negotiate and manage partnership agreements, ensuring clarity of roles, responsibilities, and deliverables.

Work Experience and Career Pathways

- Lead the design and delivery of structured work experience, placements, and industry engagement opportunities for schools and young people.
- Develop clear, inclusive career pathways into arts, culture, and creative industries, working with employers and education partners.
- Ensure programmes respond to current and emerging workforce skills needs.

Budget Management and Financial Oversight

- Hold senior responsibility for programme budgets, ensuring effective planning, monitoring, and financial control.
- Ensure value for money, financial sustainability, and alignment with funder requirements.
- Contribute to organisational financial planning, forecasting, and reporting.

Project Evaluation and Quality Assurance

- Establish and oversee robust evaluation frameworks to measure outcomes, impact, and learning.
- Use evidence and insight to inform continuous improvement, programme redesign, and strategic decisions.
- Ensure compliance with funder, partner, and regulatory requirements.

People Management and Organisational Leadership

- Provide senior management leadership to staff, freelancers, and partners delivering cultural partnership programmes.
- Work collaboratively with education, fundraising, finance, and operations teams.
- Contribute to organisational leadership, planning, and policy development as a member of the senior management team.

Fundraising and Grant Applications

Income generation through partnership building, securing buy-in and grants is a requirement of the 3-days per week role. Up to an additional 2 days may be included where the post holder can deliver the following :

- Take senior responsibility for fundraising linked to cultural partnership programmes.
- Identify, develop, and secure funding from trusts, foundations, statutory bodies, and other appropriate sources.
- Lead the development of high-quality grant applications, bids, and partnership-funded proposals, including programme design, budgets, outcomes, and evaluation frameworks.
- Manage funder relationships and ensure compliance with funding agreements, monitoring, and reporting requirements.
- Use programme evaluation and impact data to support repeat funding and future fundraising activity.

Professional duties

- Other tasks as may be reasonably requested by the line manager

Person Specification

Essential

- Significant senior management experience within arts, culture, education, or a related sector.
- Proven experience of programme design, delivery, and evaluation at a strategic level.
- Demonstrable success in fundraising and grant application development.
- Strong experience of budget management, financial planning, and reporting.

- Track record of building and managing senior partnerships.
- Experience of developing work experience programmes and/or career pathways for young people.
- Excellent leadership, communication, and stakeholder management skills.
- Strong analytical skills and the ability to use evidence to inform decisions.

Desirable

- Experience working with schools, multi-academy trusts, or local authorities.
- Knowledge of cultural and creative industries and associated workforce pathways.
- Experience managing relationships with trusts, foundations, and statutory funders.

Values and Approach

The Head of Cultural Partnerships will work in line with WEMA's values, demonstrating a strong commitment to inclusion, equity of access, and high-quality outcomes for children and young people.

Additional Information

- An enhanced DBS check will be required prior to appointment.
- The post holder will be required to act as an out-of-hours duty manager for our internal emergency out-of-hours contact for staff (on a rota – c. 1-2 evenings or 1 weekend day per week) and a duty manager for our lone working monitoring system.