

## **Job Description**

### **Job Title: Director of The National Youth Pipe Band of Scotland**

**Responsible to:** The Principal of The National Piping Centre

**Responsible for:** Administrative Assistant and Development Officer

**Scope:** To operate as the Director for the National Youth Pipe Band of Scotland (NYPB). This post is currently funded by the Scottish Arts Council Youth Music Initiative and The National Piping Centre.

#### **The prime objectives are:**

- Achieving the highest standards of performance for the NYPB
- Raising the profile of the NYPB nationally and internationally.
- Ensuring that the NYPB has a truly national reach by engaging with teaching organisations, pipe bands, schools and any other relevant organisations throughout the country in order to maximise opportunities for young pipers and drummers in Scotland.
- Overseeing the financial management of the NYPB and to consistently work with the NYPB Development Officer to secure and grow the funding for the NYPB.
- Liaising with the Scottish Arts Council to ensure compliance with their requirements and to maintain an awareness of opportunities which the Scottish Arts Council would support.
- Implementing and developing policies in line with Scottish Law to ensure appropriate care and training arrangements for all NYPB members, instructors and carers during any NYPB activity.

#### **Specific duties include:**

- Planning courses and managing training events to recruit and train both new and existing members of the NYPB.
- Implementing the Code of Conduct for NYPB members.
- Co-ordination and direction of rehearsals and concerts.

- Managing transportation and accommodation arrangements for band members where required for performances in the UK and abroad.
- Maintaining financial planning and accountability required in relation to funding applications and sponsors.
- Ensuring that all funding applications to the SAC and other funding bodies are completed on time.
- Overseeing the marketing and PR of NYPB events.
- Monitor and evaluate the standard of performance of the NYPB to ensure the highest quality.
- Manage the evolution and development of the repertoire to ensure an appropriate traditional and contemporary performance style.
- Training adult carers in their responsibilities.
- Ensuring that all adult helpers are Disclosure checked by the Scottish Criminal Records Office.
- Liaising with Youth Music co-ordinators and other Youth Arts organisations for the benefit of the NYPB.
- Liaising with local authorities, schools, music co-ordinators, piping and drumming teachers, pipe bands and cultural co-ordinators across Scotland.
- Providing regular updates on NYPB activity to the Principal and Board Members of The National Piping Centre.
- Giving presentations on the NYPB to promote its activities where required.
- Providing newsletter information to the “Piping Today” magazine for the “Youngstars” section.
- Engaging in other appropriate teaching activities and National Piping Centre events which may be in the UK or abroad.

### **Qualifications:**

Applicants for this post should be highly motivated individuals with first class communication skills. They must have an excellent track record in teaching and/or performing in piping. The ability to motivate, encourage and inspire young musicians is vital for this post.

Applicants should have good IT skills and should also be able to demonstrate knowledge of financial planning/accountability. Experience of completing funding applications and fundraising is desirable.

**Conditions:**

35 hours per week.

30 days holiday per annum including public holidays.

Salary negotiable to £ 22,500.

**Applications:**

Applicants should apply by sending a Curriculum Vitae to:

Roddy MacLeod MBE, Principal, The National Piping Centre, 30-34 McPhater St,  
Cowcaddens, Glasgow, G4 0HW

Or by e-mail to:

[amclaren@thepipingcentre.co.uk](mailto:amclaren@thepipingcentre.co.uk)

Applications close Friday 28<sup>th</sup> November 2008.