

Program Manager

Cape Town

Overview

Bridges for Music is a global non-profit organisation that harnesses the power of music to create positive social change in underserved communities. With a focus on education, creative entrepreneurship, and community development, Bridges for Music operates mainly in South Africa, providing opportunities for young people to uplift themselves through music and creative education.

Purpose

The Program Manager leads and coordinates the effective delivery and continuous improvement of the Bridges for Music programs. This involves managing program operations, supporting, and developing staff, recruiting, and supporting students, ensuring accurate data management and effective M&E, and closely managing the Talent Development Program and other short courses.

The successful candidate will be an enthusiastic, self-motivated individual with program management experience and a demonstrated interest in the music and creative sectors.

Key Responsibilities:

Program Management & Operations

- Develop and adapt program strategy aligned with the organisation's key objectives and to better serve our participants
- Develop, refine, and maintain program operations in collaboration with program leads and ensure productive workflow.
- Coordinate and oversee student recruitment and provide student support
- Recruit and manage instructors and ensure excellent performance
- Ensure all tasks are effectively planned, documented, and delegated.
- Overall management of the Academy in collaboration with the Campus Manager and Community Manager

M&E

- Ensure accurate, timeous data capturing on Salesforce
- Manage outsourced Salesforce software and M&E provider relations
- Maintain the integrity of program documentation
- Ensure M&E processes are relevant, effective, updated and implemented.

Leadership

- Mentor and manage program leads, and provide planning and development support
- Facilitate staff training

Talent Development Program

- Teach at least one course in the TDP curriculum.
- Develop and manage the timetable
- Recruit and support students throughout the program

- Monitor assessments and provide feedback on syllabi based on student surveys
- Lead instructor meetings and conduct class observations.

After-School Program

- Attend monthly Creative Club check-ins
- Assist with updating the Child Protection Policy, and incident management and facilitate policy training.

Requirements:

Qualifications & Experience

- Bachelor's degree in Education, Arts, Development, or a related field
- At least 3 years program management experience, ideally within the education, youth, community development or creative arts sectors
- Experience in curriculum development and people management.

Skills & Attributes

- High level of computer literacy, incl. Google Workplace, Salesforce, ClickUp or similar CRM software and project tools
- Proven knowledge and understanding of M&E processes
- Strong organisational skills and ability to prioritise
- Excellent communication and leadership skills.
- Attention to detail
- Ability to work independently and within a team.
- Proven interest in education, music, and community development.
- Creative thinking

Closing date: 16 October 2024

Bridges for Music is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please send your CV and a 1-page motivation letter to jobs@bridgesformusic.org. For more information, go to <https://bridgesformusic.org/> or contact Este Buchholz at the above e-mail address.

Please accept your application as unsuccessful if you have not heard from us by 16 November 2024.