

# HALLÉ

## EDUCATION ADMINISTRATOR

(PART-TIME, PERMANENT)

Recruitment information pack



## ABOUT THE ROLE

We're looking for a well-organised, enthusiastic Education Administrator to join the Hallé Connect team – the Hallé's award-winning education and community programme. You'll play a key role in supporting our work with schools and helping to bring music to people of all ages and backgrounds.

Reporting to the Education and Outreach Manager, you'll ensure the smooth running of day-to-day activities, particularly projects in schools across Greater Manchester and beyond.

### About Hallé Connect

Hallé Connect is our creative learning and community initiative – delivering music beyond the concert platform. From early years to care homes, we work in schools, hospitals, and communities to unlock creativity, nurture young talent, and make music accessible to all.

## MAIN DUTIES AND RESPONSIBILITIES:

- Support and coordinate a wide range of education projects, including:
  - School concerts (e.g. KS1, Hallé for Youth, GCSE/A-Level Set Works)
  - In-school programmes (e.g. Adopt-a-Player, Creative Workshops)
  - Early Years projects (e.g. Hallé Magic, Storytime)
  - Professional experience schemes
- Liaise with The Bridgewater Hall and the Hallé Concerts team on concert logistics
- Book musicians, choral leaders, and resources for project delivery
- Create and manage schedules in coordination with partner organisations
- Oversee day-to-day project budgets and process payments and invoices
- Maintain and update our Schools' Database and support email communications
- Prepare and distribute educational materials and project packs
- Attend and support events and help gather feedback and evaluation data
- Help maintain safeguarding records (DBS/chaperones)
- Assist with photography, filming, and updating the Hallé Connect website
- Respond to enquiries and provide general team support

## PERSON SPECIFICATION

- Outstanding proven organisational skills and administrative capability
- Exceptional communication skills, both written and verbal
- IT-literacy (word processing, internet, spreadsheets and database management)
- Ability to work quickly and efficiently with a keen eye for detail
- Calm and capable personality
- Energetic, enthusiastic and hardworking
- Self-starting, with an organised and positive approach
- Ability to work both autonomously and as part of a team
- A genuine interest in orchestral and choral music
- Knowledge of orchestral and choral music to degree level or equivalent is desirable but not essential to the role
- Knowledge or experience of music education and orchestral outreach programmes an advantage but not a requirement

## CONDITIONS AND BENEFITS OF THE POST

### CONTRACT

This role is permanent, part time (60% FTE). Working days will be agreed with your line manager.

### SALARY

£14,250 per annum (£23,751 FTE).

### HOLIDAYS

25 days annual leave plus public holidays, increasing by an additional day for each 3 years of service up to a maximum of an additional 10 days. The pro-rata holiday allowance for this post will be 60% FTE.

### PENSION

The Hallé offers an excellent contributory pension scheme with an employer contribution of 5.75%.

### OTHER BENEFITS

- Complimentary tickets to Hallé concerts
- Support for physiotherapy treatment
- Cycle to Work scheme
- Employee Assistance Programme, providing advice and support to employees and their families

## HOURS & WORKING LOCATION

The post is part-time (60%) based on a 36.25-hour full-time week. Our standard office hours are 09.00-17:15, from Monday to Friday. This post will require a degree of flexibility to facilitate activities, including weekly rehearsals on Wednesday evenings and some evening / weekend work. Hybrid working is available in this role, this will be at the discretion of your line manager.

## PROBATIONARY PERIOD AND PERIOD OF NOTICE

The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one week. Thereafter notice is one month on either side.

## PRE-EMPLOYMENT CHECKS

The appointment is subject to the receipt of satisfactory references. The post holder must be able to satisfy a Disclosure and Barring Service check for working with children, young people and vulnerable adults.

## RIGHT TO WORK

The post is contingent upon the candidate providing satisfactory evidence of entitlement to work in the UK. Generally, this means showing a British passport, a passport from a country within the European Economic Area (EEA), or a passport from a non-EEA country, which gives the right to work in the UK. If you cannot provide one of these passports, we will need to see one or more additional documents (dependent on your circumstances).

## HOW TO APPLY

The Closing date for this role is **Wednesday 24 September 2025, 5pm.**

To apply for this role please download the application form and Equal Opportunities form from our website, [www.halle.co.uk](http://www.halle.co.uk)

Once you have completed the forms please submit them via email: [HR@halle.co.uk](mailto:HR@halle.co.uk)

If there are any adjustments that would support you in your application, please do let us know when you apply.

## THE SELECTION PROCESS

Interviews will be held at Bridgewater Hall on Monday 6 October. Interviews are competency based and questions will be related to the skills set out in the person specification. There will also be a task to complete, further details about the task will be sent in advance of the interview.

## FURTHER INFORMATION

If you have any questions about the role, please contact Jennifer Stevens – [Jennifer.stevens@halle.co.uk](mailto:Jennifer.stevens@halle.co.uk)



## ABOUT THE HALLÉ

*The most articulate, consistently beautiful playing of any full-time orchestra in recent years.*

The Spectator

*Concerts like this renew one's faith in the ability of British orchestras not just to survive but to flourish, startle and exhilarate.*

The Times

Innovation has been central to the Hallé since its foundation in 1858 by Sir Charles Hallé, a true pioneer. His fundamental belief that music should be for everyone remains central to the orchestra's vision today, yet the Hallé is much more than just a world-leading symphony orchestra. Its collective spirit can be felt in the variety of communities it embraces, the diversity of the ensembles it nurtures and the array of different concerts it offers.



Since Hallé's death in 1895, his ground-breaking work has been continued by other musical legends: Hans Richter, Hamilton Harty, John Barbirolli and most recently Sir Mark Elder, who stepped down as Music Director at the end of last season after almost a quarter of a century at the helm. Now, as Sir Mark assumes the mantle of Conductor Emeritus, the baton passes to Kahchun Wong to open a new chapter in the Hallé's history as Principal Conductor and Artistic Advisor.

At the heart of the Hallé are its players, led by their dynamic Leaders, Roberto Ruisi and Emily Davis. Hailing from over 14 different countries, they are extraordinary, multi-skilled individuals in their own right - soloists, chamber musicians, educators and more - who, when united in concert, create the unique and world-famous Hallé sound.

Originally based in Manchester's Free Trade Hall, the Hallé has been resident at the specially built Bridgewater Hall, one of the world's great concert venues, since it was opened in 1996.



Hallé St Peter's opened in the resurgent area of Ancoats in 2013 and now includes the triple RIBA Award-winning Oglesby Centre. It provides a home for the Hallé to rehearse, record and perform, as well as a base for Hallé Connect, the banner that unites all the Hallé's varied schools and community work.

The Hallé performs to over 100,000 people annually at The Bridgewater Hall and this season its expanded offering includes hour-long immersive Rush Hour concerts, specially devised family performances and a series of unique collaborations with celebrated artists from other genres in 'The Hallé Presents ...'. Hallé St Peter's hosts a series of relaxed concerts and an incredibly popular lunchtime Chamber Series that frequently attracts capacity audiences.

One of the biggest initiatives of its kind in the world, Hallé Connect's education and outreach projects inspire and engage more than 76,000 people a year, bringing music in its broadest sense to many who have never before visited a concert hall. The ever-expanding family of ensembles welcomes over 700 people, aged eight and upwards, through its doors each week.

In addition, the Hallé holds residencies in major cities across the North West, performs regularly at prestigious international festivals, such as Edinburgh and the BBC Proms, and tours overseas, reaching another 70,000 listeners, both here and abroad. Encouraged by an enhanced social media presence, the Hallé has seen a dramatic increase in younger audiences, as well as the launch of its own record label, filmed concerts released online, expanded repertoire with brand-new commissions and numerous awards, including a 2022 South Bank Sky Arts Award and a 2024 RPS Award for Manchester Classical.



# EQUITY, DIVERSITY INCLUSION AND BELONGING

The Hallé Concerts Society is embedded in its city and aims to reflect the great diversity of Greater Manchester in all areas of its work: musicians, staff, Board participants and audiences.

Our ambition is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result. We're committed to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.



But simply having a diverse workforce is not enough. We want to build an inclusive environment, where everyone can develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the activities and communities they serve.

We operate an Equal Opportunities Recruitment Policy and welcome applications from all sections of the community. We actively welcome applications from people of all ages and backgrounds, particularly from Black, Asian, and Minority Ethnic communities, Disabled people and young people.

The Hallé will provide support to ensure that you feel comfortable stepping into the organisation, the type of which may be new or unfamiliar to you, so that you can feel your best self at work.



# HALLÉ CONCERTS SOCIETY

## ORGANISATIONAL CHART

### CHIEF EXECUTIVE

Executive Assistant and Office Manager

All Director posts (bold) are members of the Senior Management Team and report directly to the Chief Executive

#### **ARTISTIC PLANNING DIRECTOR** <sup>(P/T)</sup>

- Artistic Planning Manager (Residencies) <sup>(P/T)</sup>
- Artistic Planning Producer <sup>(P/T)</sup>
- Senior Artistic Planning Manager [Deputy]
  - Artistic Planning Administrator

#### **FINANCE DIRECTOR**

- Finance Manager
- Assistant Finance Manager
  - Finance Assistant
- HR Manager <sup>(P/T)</sup>

#### **HALLÉ CONNECT DIRECTOR**

- Education and Outreach Manager [Deputy]
  - Community Outreach Administrator
  - Education Administrator & Workshop Practitioner
  - Education Administrator <sup>(P/T)</sup>
- Ensembles Manager [Deputy]
  - Youth Ensembles Administrator
  - Choral Administrator <sup>(P/T)</sup>

#### **DIRECTOR OF COMMUNICATIONS AND DIGITAL**

- Head of Brand & Design [Deputy] <sup>(P/T)</sup>
  - Digital Manager
  - Digital Content Producer
- Marketing & PR Manager <sup>(P/T)</sup>
  - Communications and Digital Assistant
- Publications Manager <sup>(P/T)</sup>
- Marketing Officer

#### **CONCERTS DIRECTOR**

- Concerts Manager
  - Concerts Administrator
- Librarian <sup>(P/T)</sup>
  - Assistant Librarian
- Orchestra Manager
- Orchestra Personnel Manager
- Senior Stage and Transport Manager
  - Stage Manager

#### **VENUES DIRECTOR**

- Venues Operations Manager
  - Venues Operations Officer
  - Venues Operations Officer
  - Venues Housekeeper <sup>(P/T)</sup>
- Venues Sales and Events Manager

#### **DEVELOPMENT DIRECTOR**

- Individual Giving & Legacy Manager, Archivist [Deputy]
  - HLF Project Manager <sup>(P/T)</sup> <sup>(F/T)</sup>
  - HLF Archivist <sup>(P/T)</sup> <sup>(F/T)</sup>
  - Halle St Peter's Community Producer <sup>(P/T)</sup> <sup>(F/T)</sup>
- Corporate Partnerships and Major Trusts Manager <sup>(P/T)</sup>
  - Development Officer
  - Development Assistant (Trusts and Foundations)

(P/T) Part time • (F/T) Fixed term