

## MUSIC THERAPIST EMPLOYMENT OPPORTUNITIES FOR NORDOFF ROBBINS ALUMNI



## **Introduction from our Chief Executive**

Nordoff Robbins is at the mid-point of an ambitious strategic plan to reach more people across the UK who need and can benefit from our music therapy support. We train our own music therapists within our Master of Music Therapy programme (accredited by Goldsmiths, University of London) and deliver our services in our own centres and in a range of partnerships (schools, hospitals, care homes, prisons and day care centres) across the UK.

Nevertheless, we are still only reaching a fraction of those who could be helped by music therapy. It is our intention to expand significantly the reach of our work in terms of both numbers and geographical spread, and we want to attract people who can help us achieve our potential. We are open to new ideas and you will be joining us during the early stages of a fantastic growth period.

**“If you are up for a challenge and want to make your mark this could be the role for you”.**

**Julie Whelan  
CEO**

## Achieving our Mission: a new four-year strategic plan

We have identified four strategic goals to drive our future priorities and set a path for the future. This has now given us a framework to guide the Charity's activities identifying the major themes, stages of development and key activities. It outlines the key success factors that will show us whether and how we are making a difference and where we can improve.

### Vision:

*Nordoff Robbins' vision is of a world where music therapy's transforming power is available to all who need it.*

### Mission:

Our goal is to bring music's transforming power to as many children and adults as possible, through the delivery of:

- music therapy services for the most vulnerable and isolated people
- training of skilled practitioners
- research to demonstrate the value of and enrich our work

### Beneficiaries of our work:

Our music services are delivered to people of all ages who live in many different and challenging circumstances. Our clients have been diagnosed with a range of conditions such as autism, dementia, mental health problems, learning difficulties, social, emotional and behavioural difficulties, neurological disabilities and in some cases, our clients receive music therapy as part of their palliative care. We work to improve the lives of the people who receive our services together with their families, thus ensuring that there is a broad reach from our work.

### What is music therapy?

Music therapy is a specialist form of shared music-making tailored to help each person or community in particular ways – for some it has physical benefits, for others emotional or social ones, and it helps many to communicate where they have struggled to do so previously. Music therapy can have a profound impact on individuals and their families and all those around them. As one user said recently, **“I simply couldn't live without this music every week.”**

Music therapy as a profession is regulated by the Health and Care Professions Council (HCPC): all music therapists must have completed a Masters training programme approved by the HCPC (Nordoff Robbins runs such a programme in London and Manchester) and continuously maintain their registration with the HCPC.

### Where we deliver music therapy:

We are the largest single music therapy organisation in the UK. Our team of music therapists work in our own music therapy centres in North London and Croydon through direct referrals. We also work with partners in schools, nurseries, community centres, hospitals, women's centres and care homes. Partnership is at the heart of our delivery model.

### Our Strategic Goals:

**Goal One** - To become a UK\* wide charity, ensuring our music therapy is more accessible and that we increase, by 100%, the number of people whose lives we transform

*\*delivery in Scotland will be through our sister organisation Nordoff Robbins Scotland*

**Goal Two** - To diversify and secure sustainable income sources so that we can make our services more accessible

**Goal three** - To build on our profile and presence to become a household and credible name in relation to music therapy

**Goal Four** - To develop an organisation structure that supports our business

## INTRODUCING OUR MUSIC SERVICES

Nordoff Robbins operates its Music Services in 5 geographic areas: London South/South East, London North/Central England, North West/North Wales, North East/Yorkshire and South West/South Wales. Within each area, a team of music therapists delivers a range of different projects: some are based in our partner organisations (schools, hospitals, care homes, day centres etc), some are delivered as part of our direct referral services in our centres or rented spaces. We are committed to delivering music therapy to those who need it and work continuously to create opportunities for more varied provision.

As a result of recent developments supported by our strategic plan, we increased our reach by 57% in 2016 (in comparison to 2015), having offered music therapy to nearly 7000 people. In 2017 we aim to reach over 7500 people, delivering music therapy in 65 local authorities.

Our music therapists are supported by our regional management teams, consisting of a Regional Manager and a team of Facilitative Music Therapists, whose job is to promote service development in the region at the same time as supporting our music therapists in their delivery of high quality work. As part of this commitment to quality assurance, we offer regular group supervision as well as supportive workplace visits to enable our therapists to grow and develop in their work.

All our music therapists are employed by Nordoff Robbins for a minimum of three days a week, thus enabling them to feel part of the team and to receive ongoing and coherent support. This also enables us to offer a mixed portfolio of projects to our music therapists, thus enabling them to develop their skillset and experience.

## WHY ARE WE REACHING OUT TO OUR ALUMNI

From the beginning of our strategic plan, it was clear that expanding our workforce had to be at the core of us being able to expand our services. We want our workforce to be trained in the Nordoff Robbins approach to music therapy because this is how we can assure our beneficiaries and partners of the quality and consistency of the services we deliver nationwide.

Step 1 of this plan was to introduce our 'Graduate Employment Scheme' which ensures that we are able to employ as many of the graduates from our Nordoff Robbins MMT programme as possible, thus making the best use of our resources. The Graduate Employment Scheme has been running for 2 years now and is well-established. This year we are employing 12 out of 13 of graduates, who will deliver music therapy in 3 of our regions across the country.

Step 2 of this plan is to increase opportunities for our Nordoff Robbins alumni to reconnect with the organisation and to contribute to its growth and development. In return, we would like to be able to support Nordoff Robbins alumni with their development ambitions and offer them opportunities to deepen their practice of Nordoff Robbins approach to music therapy. This is why we have developed an employment package for our alumni which is presented within this pack.

## WHAT NORDOFF ROBBINS HAS TO OFFER ALUMNI

Nordoff Robbins is aiming to advertise several roles for music therapists who are Nordoff Robbins alumni. This is in line with our commitment to expanding our work into new places and reaching more people. This is also in line with our commitment to the quality of the work we deliver, which stems from and is actively aligned with the music-centred principles of the Nordoff Robbins approach to music therapy.

All roles are 3-day permanent roles, but we are making it possible for our alumni to make a gradual increase from 1 or 2 days to 3 days, provided this is done within 6 months of starting to work for Nordoff Robbins.

We are **currently** advertising roles for our alumni in London South/South-East and in London North/Central England area (see map for reference of broader geographic areas we operate in). These roles consist of three days per week delivered in a range of settings, including schools, prison, hospitals as well as our direct referral delivery centre. The settings in which our therapists delivery could change depending on the regional priorities/needs.

We would also be interested to hear from alumni who would like to be considered for roles in our other areas.

Please see the *how to apply* section of this application pack (page 8) for more details.

**The deadline for applications is Thursday September 7<sup>th</sup>. Interviews will take place week commencing Monday 25<sup>th</sup> September.**

### **Teamwork**

The successful applicant will work within the Music Services Directorate and each area has a thriving team of music therapists working with a diverse portfolio of clients across all age ranges and pathologies, both in our own direct referrals centre and in partner organisations. A culture of mutual support and sharing of practice underpins our daily work. Working for Nordoff Robbins represents a rare opportunity to work alongside a team of music therapists delivering work in multiple localities, all explicitly rooted in the music-centred Nordoff Robbins approach.

The five regional music therapy teams enable us to deliver high quality music therapy nationwide. In-house CPD days are provided by the charity, alongside all-staff team days and regional team days. Experienced music therapists provide regular compulsory group supervision, line management support (including workplace visits, and oversight of relationship with partner organisations).

### **Collaborations with the research team**

Nordoff Robbins is internationally recognised for its contributions to research in music therapy and related disciplines. Music therapists are supported by our research team to produce evaluation reports which illustrate the value of the music therapist's work in particular settings. There are also opportunities to get involved in larger scale research projects.

Nordoff Robbins runs its own MPhil/PhD programme (validated by Goldsmiths, University of London) and we seek to support colleagues who wish to pursue doctoral research as part of this programme.

### **Ongoing Support and Quality Assurance**

As part of our quality assurance scheme, we provide in-house supervision of music therapy practice – 9 sessions in total spread across the year. Supervision is delivered in groups of up to

three therapists, and provided by Facilitative Music Therapists and Regional Managers trained in the Nordoff Robbins approach. These supervisors receive supervision of their supervision from our Directors of Music Services and the scheme is overseen externally.

Line managers ensure that music therapists are fully supported in their delivery of music therapy and provide ongoing support in addressing any arising issues. Line managers work to manage the contractual relationship with partnerships, ensuring that music therapists are able to focus on the quality and development of their music therapy practice. Line managers work in consultation with therapists to consider training needs, and discretionary budgets are allocated to facilitate relevant training opportunities for music therapists. Supportive workplace visits are undertaken to support music therapists in the contexts of their delivery, with each employed therapist receiving at least one such visit each year.

## **Progression**

In line with the recently published salary review at Nordoff-Robbins, from September 2017 there will be **four** music therapist roles within the organisation: MT1, MT2, FMT1 & FMT2. The progression between these roles is not automatic and requires demonstration of the specific competencies necessary for the fulfilment of the specific job requirements of each role. The job descriptions for the MT1 and MT2 roles are included in this pack.

The alumni who are interested to apply to a music therapist role can apply for a post either as MT1 or MT2 (both job descriptions are included within this pack). The recruitment process will scrutinise the skills and competencies needed at both levels.

Facilitative Music Therapist (FMT) posts are advertised to all employees and can be applied for once music therapists are employed by the organisation. These are the roles with more responsibility including line-management, service development, tutoring, supervising etc. If you are interested to find out more about these roles, please contact [HR@nordoff-robbins.org.uk](mailto:HR@nordoff-robbins.org.uk) and they will email relevant job descriptions to you.

For more detail about the progression between the roles within Nordoff Robbins, please contact HR.

## **Permanent employment contracts**

As part of a team of music therapists, the successful applicant will be employed by Nordoff-Robbins. We offer permanent contracts, thus providing significant job security. Should a partner organisation withdraw from their partnership with Nordoff Robbins due to a lack of funding etc., then new work will be developed/sourced by the charity. As a Nordoff Robbins music therapist is on a salaried contract, their salary will not be impacted by this change in service.

## **Pay and Benefits**

New pay scales for all key music therapy roles have been devised and are fully aligned to independently recommended external pay benchmarking data.

Each pay range comprises of 5 incremental salary points. An incremental pay award is awarded each year, subject to satisfactory performance in the role.

Two pay bands have been devised for Music Therapist and Facilitative Music Therapist roles reflecting the different level of required and relevant skills and experience. The respective job descriptions for each job role and pay band also provide greater clarity around the skills and competencies required from each post holder and also the skills and competencies required for progression.

The pay scales below are effective from 1<sup>st</sup> September 2017.

<b>New Music Therapist Pay Scales - Sept 2017</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Music Therapist 1</b>	£ 28,800	£ 29,376	£ 29,964	£ 30,563	£ 31,174
<b>Music Therapist 2</b>	£ 32,519	£ 33,170	£ 33,833	£ 34,510	£ 35,200
<b>Facilitative Music Therapist 1</b>	£ 34,140	£ 34,823	£ 35,519	£ 36,230	£ 36,954
<b>Facilitative Music Therapist 2</b>	£ 37,693	£ 38,447	£ 39,216	£ 40,000	£ 40,800

### **Employer pension contributions**

Employees are automatically auto-enrolled into the company pension scheme (currently with Legal & General). Employer pension contribution is 5% of basic salary (this is subject to a 4% employee contribution).

### **Annual leave**

The Charity grants full time employees 31 normal working days' holiday plus all statutory Bank Holidays with pay at the basic rate in each holiday year.

Staff with continuous service of 5 years are entitled to an additional 2 days leave from the 1<sup>st</sup> January following the anniversary of their 5<sup>th</sup> year of employment. Staff with 10 years' continuous service are entitled to a further 3 days leave from the 1<sup>st</sup> January following the anniversary of their 10<sup>th</sup> year of employment.

### **"Lifeworks" Employee Assistance Programme**

Nordoff-Robbins is a proud subscriber to LifeWorks. LifeWorks provides extensive support in all areas of life: from wellbeing and fitness, to financial and legal support. As a charity working in healthcare, we recognise and value the importance of our employees wellbeing. For many, LifeWorks is a vital tool for their day-to-day life which we are pleased to offer to our team of music therapists. All our employees have access to LifeWorks support.

## TO APPLY

In order to apply for MT1 post the applicants need to submit their CV and a covering letter no longer than 2 sides of A4, which clearly sets out how you meet the criteria in the person specification and job description.

In order to apply for MT2 post the applicants, along with CV and a covering letter (as above), the applicants will also need to submit a portfolio. This will include, but need not be limited to:

- Recordings of 2 contrasting whole sessions (ideally from two contrasting settings, one of group work and one of individual work) accompanied by detailed documentation (index plus commentary) making clear the therapist's strategic music-centred decision-making both in the moment and over time, along with a summary of the processes, aims, interventions and musical techniques underpinning these, and an account of their understanding of the correlation between what they do and the clients' experiences, and the impact of this on their lives
- Report from your line-manager (if such is available)
- A report from your supervisor (if such is available)
- Your own reflective account of the use made of supervision and line management support in your current music therapy work for the last two years.
- CPD log showing what has been undertaken, why it was undertaken and how it benefitted your practice as a Nordoff Robbins music therapist
- Evidence of you taking regular opportunities to communicate your work (eg presentations as well as formal evaluations of your work)
- Evidence of innovative projects you have set up, developed and delivered as a music therapist
- Written reports documenting your work

All completed applications should be forwarded to [HR@nordoff-robbins.org.uk](mailto:HR@nordoff-robbins.org.uk) by no later than **7 September 2017**.

Interviews will take place in the w/c **25 September 2017**.

For any questions relating to these posts, please contact:

Richard Bennett (Regional Manager, London South/South East) [richard.bennett@nordoff-robbins.org.uk](mailto:richard.bennett@nordoff-robbins.org.uk) or Alli Anthony (Regional Manager, London North/Central England) [allison.anthony@nordoff-robbins.org.uk](mailto:allison.anthony@nordoff-robbins.org.uk)

**Job Description  
Music Therapist Level 1**

<b>Responsible to:</b> Facilitative Music Therapist	<b>Responsible for:</b> None
<b>Location:</b> At various places within the appropriate designated region or such other place or places from time to time as the Charity may reasonably determine.	<b>Working Hours:</b> Minimum 3 days per week. 9am to 5pm or equivalent and similar (e.g. 8:30am to 4:30pm or 12 noon to 8pm) depending on the needs of the context. This may include regular or occasional evening and/or weekend working.
<b>Salary Band: MT1</b> £28,800 - £31,174	<b>Holidays:</b> 31 days per annum pro rata plus public Bank Holidays

**About Nordoff Robbins**

Nordoff Robbins is a national music therapy charity dedicated to transforming the lives of vulnerable children and adults across the UK. We are the leading private provider of music therapy and other music services which works with a variety of people of all ages with a range of challenges such as autism, dementia, mental health problems, stroke, brain injury, depression and life-threatening or terminal illnesses, such as cancer. Nordoff Robbins deliver thousands of music therapy sessions per year in care homes, day centres, hospitals, schools and our own centres as well as delivering other music and health projects aimed at bringing music to more and more people in local communities.

**ROLE SUMMARY/PURPOSE OF JOB**

Music Services is the delivery arm of Nordoff Robbins and encompasses the provision of music therapy and related activities including education, training and research. The post holder will work as a part of Music services team and will be expected to:

- Take responsibility for delivery of high quality, effective and efficient music therapy projects clearly rooted in the music-centred Nordoff Robbins approach. These will take place in a variety of contexts, as required by the evolving strategy and regional priorities, including schools, hospitals, day centres, Nordoff Robbins' own centres or regional hubs, etc. The location and nature of the projects will change depending on the evolving needs of the regional music services.
- Communicate effectively about the music therapy you deliver
- Play an active role in the regional team (including participation in supervision and other events, supporting others and seeking support as required) and in the national organisation.

- Support and contribute to the Nordoff Robbins strategy, which in addition to delivering the services may include contributing in other ways to Music Services delivery, promotion and development.

## KEY RESPONSIBILITIES

### Music Therapy

- Develop an effective Nordoff Robbins music therapy service which is informed by the needs of the service users and the relevant partner organisation
- Work safely, flexibly and independently with sensitivity to the needs of clients, carers, staff and the context
- Use specialist skills and knowledge, working within a music-centred approach, to implement group/individual sessions in a range of formats as appropriate to meet the needs of the service users
- Be prepared to work in a range of session formats and environments as appropriate including staff, carers and families
- Be a positive, creative and musical role-model wherever you work in everything you do, demonstrating a music-centred, pragmatic, proactive, flexible attitude in your work.
- Apply knowledge and understanding of the condition/diagnosis and context of the service users with whom the therapist is working
- Adhere to Nordoff Robbins policies including those regarding confidentiality, data protection, health & safety, safeguarding and supervision.
- If working within a partner organisation, the therapist will be expected to follow their procedures, including those regarding Confidentiality, Health & Safety, and Safeguarding, and to inform their Nordoff Robbins line manager of any issues that arise
- Complete necessary mandatory training requested by Nordoff Robbins and attend appropriate training by other parties to ensure professional responsibilities can be fulfilled
- Be responsible for establishing new projects or developing existing work and contribute to the development of direct referral services
- Contribute to the ongoing development of Nordoff Robbins' work in the region by undertaking workshops/presentations as requested, with support being provided by the appropriate regional Facilitative Music Therapist
- Oversee the work of volunteers, making the best possible use of their time and skills

### Team Communications

- Be proactive in communicating and liaising with staff members, parents, carers and clients within the workplace, as appropriate
- Be proactive in communicating and liaising with the staff members within the workplace to ensure that the staff can make appropriate referrals
- Maintain written and verbal feedback on service users according to Health and Care Professions Council (HCPC) and Nordoff Robbins policies
- Maintain a high degree of professionalism at all times, including when working in challenging situations
- Adhere to the Professional Code of Ethics and Professional Conduct and local and national standards (HCPC)
- Contribute to client records and attend meetings as appropriate and as requested by partner organisations
- Participate in relevant multi-disciplinary meetings and contribute to reports as appropriate to each working context
- Support the Nordoff Robbins Fundraising and Communications Department in a variety of ways, including provision of information and suitable case material and facilitation of observational visits.
- Promote the contribution of music therapy to specific client groups as requested

- Conduct workshops for training purposes when requested
- Carry out ongoing evaluation of the service, working in collaboration with the appropriate working context/organisation and Nordoff Robbins
- Be an active ambassador for Nordoff Robbins as an organisation and as an approach to music therapy, playing an active part in promotion of both the organisation and the approach with the aim of developing awareness about Nordoff Robbins and thus helping to extend its reputation
- Communicate with line-manager about potential service development arising from existing projects
- Contribute towards development of positive, open, supportive and collaborative team culture within your Nordoff Robbins regional and national teams.
- Represent the values of Nordoff Robbins both as an organisation and as an approach to music therapy, in all your actions.

### **Care of Instruments**

- Care for materials and equipment and inform line manager when replacement or repairs are required

### **The provision of information for other NR departments and external parties**

- Provide line manager, per year, with the following materials with full consent for Nordoff Robbins fundraising use:
  - 1 case vignette
  - 1 video/audio extract with a short description (in addition to or in combination with the case vignette described above)
  - 1 client/staff/carer quote regarding the effectiveness of music therapy
- Participate, if required, in on-going research and audit programmes

### **Administration and record keeping**

- Actively participate in the Nordoff Robbins supervision scheme
- Maintain regular contact with his/her line manager within Nordoff Robbins
- Record music therapy work on audio or video when appropriate, write and securely retain, notes on each session, and hold referral forms as appropriate
- Contribute to partner organisation client records and reports
- Contribute to Nordoff Robbins statistical records, accurately and within time requested

### **Attendance at meetings**

- Attend Nordoff Robbins regional team meetings and, if appropriate, an annual meeting
- Attend client meetings or reviews where appropriate.

### **Student placements**

- Take students from the Nordoff Robbins MMT course on placement whenever requested
- Participate in the induction and training of staff, students and volunteers if requested
- Supervise and assess music therapy students on practice placements if requested

### **Continued professional development**

- Be responsible for ongoing professional development through internal and external development opportunities
- Keep CPD activities up to date and work alongside a professional development plan as appropriate and to ensure Standards of Proficiency for HCPC
- Keep up-to-date with developments within music therapy and related fields in accordance with HCPC regulations
- Attend appropriate meetings of professional associations or other appropriate bodies

### **Safeguarding children and vulnerable adults**

- Be committed to safeguarding and to follow Nordoff Robbins policy on safeguarding children and vulnerable adults at all times.
- Adhere to partner organisation policies that are relevant to the post, including Confidentiality, Health and Safety, and Safeguarding.

### **Confidentiality**

- All information concerning patients/clients and staff must be treated as strictly confidential at all times, and must be stored on encrypted/password protected equipment.

## PERSON SPECIFICATION

	<b>Essential (E) Desirable (D)</b>	<b>Assessed via: Application (A) Interview (I)</b>
<b>Education/qualifications</b>		
Be currently registered as a music therapist with the Health and Care Professions Council	E	A
Be trained to Masters level in the Nordoff Robbins approach to music therapy	E	A
<b>Experience</b>		
Experience of working as a music therapist with individuals and groups in a range of music therapy formats	E	A & I
Experience in communicating about the benefits of Nordoff Robbins Music Therapy in a range of contexts to a variety of audiences	E	A&I
Experience of working in a team and communicating about Nordoff Robbins Music Therapy to other professionals	E	A&I
Experience of setting up new music therapy projects, and evaluating them	D	A & I
Experience of dealing with a range of administrative tasks including preparing project reports and evaluations	D	A&I
Experience of delivering monitoring and evaluation projects	E	A&I
Experience of on-going personal/professional development through maintenance of CPD portfolio	E	A
<b>Knowledge and Understanding</b>		
A thorough understanding of the Nordoff Robbins approach to music therapy	E	A&I
Knowledge of the wider field of Music Therapy in the UK and the place of Nordoff Robbins within it	D	A
A good understanding of and commitment to professional policies such as Safeguarding Children and Vulnerable Adults, informed consent, data protection etc.	E	A&I
<b>Skills and Qualities</b>		
Demonstrable alignment of music therapy skills and practice with the core principles of the Nordoff Robbins approach	E	A&I
Be able to undertake relevant physical duties such as moving musical instruments and equipment	E	A&I
A reflective approach to all aspects of the work	E	A&I
Good interpersonal skills to establish and maintain good working relationships	E	A & I
Ability to communicate sensitively and skilfully with a wide variety of people, including clients, carers, colleagues and co-professionals	E	A&I

Ability to communicate about NR approach to music therapy with confidence and clarity	E	A&I
Ability to summarise information and create administrative systems that are appropriate for effective everyday practice	E	A&I
Ability to work independently, being organised, self-motivated, proactive and flexible	E	A&I
Good writing skills - ability to keep accurate and legible notes and write reports	E	A&I
Ability to maintain judgement under pressure	E	A&I
Good understanding of HCPC Standards of Proficiency, commitment to ongoing personal/professional development (including maintenance of CPD portfolio)	E	A
Good organisational, time management and prioritising skills	E	A&I
Good working knowledge of Microsoft Office	E	A

## Job Description Music Therapist Level 2

<b>Responsible to:</b> Facilitative Music Therapist	<b>Responsible for:</b> None
<b>Location:</b> At various places within the appropriate designated region or such other place or places from time to time as the Charity may reasonably determine.	<b>Working Hours:</b> Minimum 3 days per week. 9am to 5pm or equivalent and similar (e.g. 8:30am to 4:30pm or 12 noon to 8pm) depending on the needs of the context. This may include regular or occasional evening and/or weekend working.
<b>Salary Band: MT2</b> £32,519 - £35,200	<b>Holidays:</b> 31 days per annum pro rata plus public Bank Holidays

### About Nordoff Robbins

Nordoff Robbins is a national music therapy charity dedicated to transforming the lives of vulnerable children and adults across the UK. We are the leading private provider of music therapy and other music services which works with a variety of people of all ages with a range of challenges such as autism, dementia, mental health problems, stroke, brain injury, depression and life-threatening or terminal illnesses, such as cancer. Nordoff Robbins deliver thousands of music therapy sessions per year in care homes, day centres, hospitals, schools and our own centres as well as delivering other music and health projects aimed at bringing music to more and more people in local communities.

### ROLE SUMMARY/PURPOSE OF JOB

Music Services is the delivery arm of Nordoff Robbins and encompasses the provision of music therapy and related activities including education, training and research. The post holder will work as a part of Music services team and will be expected to:

- Deliver and document high quality, effective and efficient music therapy projects clearly rooted in the music-centred Nordoff Robbins approach. These will take place in a variety of contexts, including schools, hospitals, day centres, Nordoff Robbins' own centres or regional hubs, etc. The location and nature of the projects will change depending on the evolving needs of the regional music services.
- Communicate effectively about the music therapy you deliver
- Play an active role in the regional team (including participation in supervision and other events, supporting others and seeking support as required) and in the national organisation.
- Support and contribute to the Nordoff Robbins strategy, which in addition to delivering the services may include contributing in other ways to Music Services delivery, promotion and development.

### KEY RESPONSIBILITIES

General enquiries: +44 (0)20 7267 4496

Fundraising: +44 (0)20 7428 9908

[www.nordoff-robbins.org.uk](http://www.nordoff-robbins.org.uk)

## **Delivering Music Therapy**

- Develop and deliver an effective Nordoff Robbins music therapy service within each setting where you work which is informed by the needs of the service users and the relevant partner organisation
- Work safely, flexibly and independently with sensitivity to the needs of clients, carers, staff and the context
- Wherever possible, acquire informed consent for recording of sessions, and then routinely record sessions, taking opportunities to index your work in preparation for supervision wherever possible
- Maintain your own process notes on work in progress: these must be securely stored along with relevant referral forms as appropriate
- Use specialist skills and knowledge, working within the music-centred Nordoff Robbins approach, to implement group/individual sessions in a range of formats and environments in order to meet the needs of the service users, and including staff / carers / families wherever possible and appropriate
- Be a positive, creative and musical role-model wherever you work in everything you do, demonstrating a music-centred, pragmatic, proactive and flexible attitude in your work.
- Apply knowledge and understanding of the conditions / diagnoses / life situations of the service users with whom you are working
- Be proactive in communicating and liaising with staff members, parents, carers and clients within the workplace, as appropriate, thus ensuring appropriate referrals and effective musical pathways for clients
- Adhere to all Nordoff Robbins policies including those regarding confidentiality, data protection, health & safety, safeguarding and supervision
- Complete necessary mandatory training provided by Nordoff Robbins and attend appropriate other training to ensure professional responsibilities can be fulfilled
- Where appropriate, oversee the work of volunteers, making the best possible use of their time and skills
- Adhere to the HCPC's Standards of Proficiency for Arts Therapists as well as their Standards of Conduct, Performance and Ethics
- Care for instruments and other materials and equipment and inform your line manager when replacement or repairs are required
- Maintain a high degree of professionalism at all times, including when working in challenging situations

## **Working within Partner Organisations and other settings**

- Follow each Partner Organisation's policies, including those regarding confidentiality, health & safety, and safeguarding, and inform their Nordoff Robbins line manager of any issues that arise
- Contribute to Partner Organisations' client records and reports as appropriate
- Complete any necessary mandatory training provided by the Partner Organisations within which you are currently working
- Help the Partner Organisations within which you work to publicise and develop the role that music therapy plays within them, both internally and externally

## **Being an effective member of the Nordoff Robbins team, both nationally and regionally**

- Contribute to Nordoff Robbins' client records and reports as appropriate and routinely
- Contribute to the ongoing development of Nordoff Robbins' work in the region by undertaking workshops/presentations as requested, with support being provided by a Facilitative Music Therapist or Regional Manager
- Help to promote the contribution of the Nordoff Robbins approach to music therapy to specific client groups as requested

- Participate in the induction and training of staff, students and volunteers if requested
- Keep records of written and verbal feedback from service users
- Support the Nordoff Robbins Fundraising and Communications teams by providing information and facilitating observational visits, and by providing at least the stated minimum of materials for public use each year in accordance with criteria currently provided
- Carry out service evaluations, working in collaboration with the appropriate working context/organisation and Nordoff Robbins
- Contribute accurately and promptly to Nordoff Robbins' statistical records
- Contribute, if required, to Nordoff Robbins educational activities by doing a presentation or running a workshop etc.
- Participate, if required, in on-going research and audit programmes.
- Take on specific responsibilities for safeguarding if requested to do so (including Saturday working)
- Be an active ambassador for Nordoff Robbins both as an organisation and as an approach to music therapy, developing awareness of Nordoff Robbins and thus helping to extend its reputation
- Contribute to the development of positive, open, supportive and collaborative team culture within Nordoff Robbins regional and national teams.
- Represent the values of Nordoff Robbins both as an organisation and as an approach to music therapy, in all your actions.

### **Attendance at meetings**

- Maintain regular contact with your line manager within Nordoff Robbins, including effective communication about potential service development arising from existing projects
- Attend Nordoff Robbins regional and/or national team meetings as required
- Attend client meetings or reviews where necessary and appropriate (as agreed with your line manager)

### **Student placements**

- Take students from the Nordoff Robbins MMT course on placement whenever requested and support them in a mentoring capacity, completing any documentation required by the MMT programme

### **Continuing professional development and Quality Assurance**

- Adhere to the HCPC's Standards of Continuing Professional Development
- Draw up a Professional Development Plan each year, agreed with your line manager, which identifies your current CPD needs in relation to your current portfolio of working settings for Nordoff Robbins
- Actively ensure your own continuing professional development through internal and external development opportunities, keeping a log of these in accordance with HCPC requirements
- Keep up-to-date with developments within music therapy and relevant related fields
- Participate actively in all aspects of the Nordoff Robbins quality assurance scheme, including attending supervision

### **Safeguarding children and vulnerable adults**

- All Nordoff Robbins staff must be committed to safeguarding. You are obliged to maintain your awareness of current legislation relating to the safeguarding of children and vulnerable adults, and you must at all times act in accordance with current policies on safeguarding both from Nordoff Robbins and from the Partner Organisations within which you work.

### **Confidentiality and data protection**

- You are obliged to act in accordance with current policies on confidentiality and data protection both from Nordoff Robbins and from the Partner Organisations within which you work. All information concerning patients/clients and staff (including recordings of sessions) must be treated as strictly confidential at all times, and must be stored on encrypted/password protected equipment.

## PERSON SPECIFICATION

	<b>Essential (E) Desirable (D)</b>	<b>Assessed via: Application (A) Interview (I)</b>
<b>Education/qualifications</b>		
Be currently registered as a music therapist with the Health and Care Professions Council	E	A
Be trained to Masters level in the Nordoff Robbins approach to music therapy	E	A
<b>Experience</b>		
Experience of working as a music therapist with individuals and groups in a range of music therapy formats	E	A & I
Experience in communicating about the benefits of Nordoff Robbins Music Therapy in a range of contexts to a variety of audiences	E	A&I
Experience of working in a team and communicating effectively about Nordoff Robbins Music Therapy to other professionals	E	A&I
Experience of setting up new music therapy projects, and evaluating them	E	A & I
Experience of dealing with a range of administrative tasks including preparing project reports and evaluations	E	A&I
Experience of delivering monitoring and evaluation projects	E	A&I
Experience of on-going personal/professional development through maintenance of CPD portfolio	E	A
<b>Knowledge and Understanding</b>		
A thorough understanding of the Nordoff Robbins approach to music therapy	E	A&I
Knowledge of the wider field of Music Therapy in the UK and the place of Nordoff Robbins within it	D	A
A good understanding of and commitment to professional policies such as Safeguarding Children and Vulnerable Adults, informed consent, data protection etc.	E	A&I
<b>Skills and Qualities</b>		
Evidence of creative context-based thinking about practice and delivery which enables effective and innovative application of the NR approach in the setting	E	Portfolio, RM report
Very good record of quality as evidence in Workplace Visits, supervision and line-management	E	Portfolio, RM report
Very good use of supervision as a means of cultivating reflexivity and attention to detail in practice	E	Portfolio, RM report
Very good compliance with Comms submissions etc, both in terms of organisation and quality of submissions	E	Portfolio, RM report
Very good attitude to ongoing independent learning evidenced through	E	Portfolio, RM

detailed, SMART musical and professional development plans which have been attained		report
Evidence of the MT taking regular opportunities to communicate their work beyond the organisation – e.g. via presentations, publications, media opportunities, regular ambassadorship etc.	E	Portfolio, RM report
Evidence of partner organisation's recognition of the quality of their practice including impact across the setting, proactive engagement with the staff team / MDT (or equivalent) in communicating music therapy (with examples of work achieved).	E	Portfolio, RM report
Evidence of high-quality music therapy practice informed by music-centred thinking and reflexivity.	E	Portfolio – whole session recordings and a written explanation Submitted, RM report
Evidence of a range of ways of working based on responsiveness to the context and musical demands of the situation	E	Portfolio – whole session recordings and a written explanation, supervision report. RM report
Demonstrable alignment of music therapy skills and practice with the core principles of the Nordoff Robbins approach	E	A&I
Be able to undertake relevant physical duties such as moving musical instruments and equipment	E	A&I
A reflective approach to all aspects of the work	E	A&I
Good interpersonal skills to establish and maintain good working relationships	E	A & I
Ability to communicate sensitively and skilfully with a wide variety of people, including clients, carers, colleagues and co-professionals	E	A&I
Ability to communicate about NR approach to music therapy with confidence and clarity	E	A&I
Ability to summarise information and create administrative systems that are appropriate for effective everyday practice	E	A&I
Ability to work independently, being organised, self-motivated, proactive and flexible	E	A&I
Good writing skills - ability to keep accurate and legible notes and write reports	E	A&I
Ability to maintain judgement under pressure	E	A&I
Demonstrable ability to apply the HCPC Standards of Proficiency to your own practice	E	A
Sustained evidence of taking responsibility for your own CPD, commitment to CPD which enhances your ability to fulfil your role for Nordoff Robbins, and effective documentation of this	E	A
Sustained evidence of indexing / detailed listening underpinning	E	A

effective use of supervision and reflective practice		
Evidence of keeping yourself up to date in relation to the wider world of music therapy (beyond Nordoff Robbins) and relevant related fields and sharing this knowledge and awareness with colleagues	D	I
Evidence of proactive involvement with Nordoff Robbins Fundraising and Comms activities	E	A
Good organisational, time management and prioritising skills	E	A&I
Good working knowledge of Microsoft Office 365 and ability to use online systems for recording attendance etc	E	A