

Post	Freelance Project Manager - Medway We are seeking a highly motivated and organised Freelance Project Manager to support the delivery of a series of inclusive community music events (<i>All Together Now</i> concerts) for families of children and young people with additional learning needs and disabilities around Medway.
Fee	£4000 for total delivery of the project including expenses, expected to be between 20-25 days of work depending on experience and speed, to be complete by the end of March or April 2024
Job type	Freelance, to start asap. Project delivery to be complete by the end of March or April 2024
Starting	As soon as possible, ideally by 1 December 2024
Location	This position based in Medway, and will require home-working and attendance at events and meetings across Medway.
To Apply	Please submit your CV and Cover letter (not more than 2 sides of A4) via this application form: https://www.surveymonkey.co.uk/r/FHPLFC6 by 9.00am on Monday 20th November 2023 . Please include the names and contact details of two referees who are in a position to comment on you professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before interview). If you would like to submit your application in another format we would be happy to accommodate this. Please contact the office on 020 7759 1803 or email jobs@livemusicnow.org.uk so that suitable alternatives can be discussed.
Shortlist notification	w/c 20 November
Interviews	w/c 27 November
Notification	We regret we are unable to provide feedback unless you are shortlisted. We will notify you to let you know if you have been shortlisted or not.
	Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from people who are under-represented in the cultural sector and our organisation, including those facing disabling barriers or who have experienced racism. All Disabled candidates who meet the essential criteria will be interviewed. Short-listed candidates will have the opportunity to discuss their access requirements for the interview. Applicants with disabilities, or health circumstances, that prevent them from working fulltime, are welcome to apply, but the work focus must be achieved within the 12-month period. If you require help completing your online application, or if you would like to submit your responses in a different format, please email jobs@livemusicnow.org.uk or call 020 7759 1803.



Live Music Now

Live Music Now is a charity working and campaigning to create inclusive, measurable social impact through the power of music. Our professional musicians work with older people (many living with dementia), children and young people facing disabling barriers, families living through challenges; and carers and key workers. By connecting people through music and evaluating its impact, we advance musical practice and change how we understand and support underrepresented and vulnerable people in our society. Our work is evidenced as enhancing health and wellbeing and building skills, confidence and engagement.

Live Music Now reaches over 85,000 people a year and trains and employs 250 professional musicians. You can find our musicians in care homes, hospitals, community settings, schools, libraries and hospices in England, NI and Wales and in Scotland with our sister organisation Live Music Now Scotland. For more information visit our website: [Live Music Now - Live Music Now](#)

1) Organisational Structure

Live Music Now operates throughout the UK, with English branches covering London/South East, South West, and across the North, and national branches covering Northern Ireland and Wales with a sister organisation in Scotland. This post is based in Live Music Now South East branch and will work closely with the Branch Director, as well as the UK Comms Team.

A team of Strategic Directors leads the development of LMN's work in the areas of Adult Social Care, Healthcare, Children and Young People and Musicians' Development, delivered through the branch network across the UK. Each branch is run by a Director who reports to the Executive Director. The Executive Director reports to the Chief Executive, who in turn reports to the Chairman and Board of Trustees.

2) Main duties & responsibilities

We are seeking a highly motivated and organised Freelance Project Manager to support Live Music Now's South East Branch to deliver 6 inclusive community music events (*All Together Now* concerts) for families of children and young people with additional learning needs and disabilities around Medway.

The role will involve scheduling concerts, maintaining relationships across all partners, event management, budget management, evaluation and community consultation.

Deliverables:

- Delivery and attendance at 6 *All Together Now* events for families of children and young people with additional learning needs and disabilities around Medway
- Development and management of 10+ new referral partnerships with organisations in Medway into the work and activities of Live Music Now in Medway
- Gathering evaluation data and feedback at all events, and compiling that into an end of project report as well as brief monthly updates for the project funder
- Attendance at regular meetings with project partners and host venues, as well as Live Music Now South East Branch staff

Responsibilities:

- To lead on partnership liaison and all aspects of project organisation
- To coordinate concert dates and venues between all partners and musicians
- To recruit event participants/audiences



- To deliver project marketing and support communications and PR, working with the Live Music Now Comms Team
- To deliver community consultation with potential referral partners of All Together Now and other Live Music Now projects in Medway.
- To manage the project budget and contracts
- To provide on the ground support at all events and collect evaluation data at all events
- To liaise between the project mentors and musicians providing support where needed
- To provide administrative support for any required project materials
- To provide regular updates to the project funder and attend regular meetings with the project funder as necessary
- To ensure safe working practices are followed as per our H&S policies, risk assessments and Covid safety guidelines
- To be responsible to the Live Music Now South East Director and report on progress on a regular basis

3) Terms & Conditions

The post is contracted on a temporary freelance basis to start as soon as possible with project delivery to be complete by the end of March or April 2024. The fee will be £4,000 inclusive of expenses and will be paid upon receipt of invoices. It is expected to be between 20-25 days of work depending on experience and speed.

- a) Evening or weekend work will be required.
- b) The post is home-based with on-site project delivery in Medway where attendance is required.

4) Equal Opportunities

Live Music Now endeavours to be an Equal Opportunities employer. Live Music Now will promote the following basic rights for everyone associated with it:

- to be treated with respect and dignity
- to be treated fairly at all times

regardless of colour, race, age, nationality, gender, gender reassignment, marital status, disability, sexual orientation or religion or belief, and with consideration of needs for flexible hours and work patterns.

**Freelance Project Manager, Medway
Person Specification**

	Essential	Desirable
General		
	x	
Experience		
Minimum of 1 year of previous participatory arts project management experience	x	
Arts and health project experience.		x
Skills/competence		
Efficiency in managing office systems with attention to detail.	x	
Advanced IT skills (MS Office suite, and databases).	x	
Good organisational and time-management skills, together with a good telephone manner.	x	
Good problem solving skills.	x	
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners.	x	
Finance		
Experience of managing and updating budgets.	x	
Knowledge and approach		
Commitment to diversity, inclusion and equal opportunities.	x	
A knowledge of and existing networks in Medway		x
An understanding of social impact.		x
Other		
Energetic, creative, entrepreneurial and committed.	x	
Self-starting and ambitious, highly-motivated, able to set priorities, meet targets and work alone, while operating as part of a wider team under direction.	x	
Clean driving licence and own car.	x	
Able to remain calm under pressure and solve problems.	x	