

**Programme Coordinator, Live Music Now Northern Ireland**  
**Job Description**

<b>Post</b>	<b>Northern Ireland Programme Coordinator</b>
<b>Job Type</b>	Part time, 3 days a week (22.5 hours/week) Permanent
<b>Line Management</b>	Northern Ireland Programme Director
<b>Salary</b>	Real Living Wage: £24,570 FTE per annum (£14,742 pro rata)
<b>Start Date</b>	Mid-Late August 2025
<b>Shortlist Notification</b>	By Wednesday 25 June
<b>Interviews</b>	Wednesday 2 July (online)
<b>Location</b>	This is a home working position in Northern Ireland, with travel across Northern Ireland required.
<b>To Apply</b>	<p>Please upload your CV and a covering letter outlining how you meet the criteria and detailing your sector knowledge to this link:  <a href="https://www.surveymonkey.com/r/ApplicationFormProgrammeCoordinator2025">https://www.surveymonkey.com/r/ApplicationFormProgrammeCoordinator2025</a>  <b>by 12 noon, Friday 20 June.</b></p> <p>Please include the names and contact details of two referees who are in a position to comment on your work professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before interview).</p>
<b>Notification</b>	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 a flexible employer with regards to working flexible hours and work patterns.
	<p>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.</p> <p>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.</p> <p>If you require help completing your online application, or if you would like to submit your responses in a different format, please email <a href="mailto:jobs@livemusicnow.org.uk">jobs@livemusicnow.org.uk</a> or call Laura Wood on 07777 177989.</p>



## About Live Music Now

Live Music Now ([www.livemusicnow.org.uk](http://www.livemusicnow.org.uk)) is a charity working and campaigning to deliver social impact through music, helping to create a more inclusive and connected society.

We train and employ over 300 professional musicians, connecting them with older people, children and young people facing disabling barriers, families living through challenges, and those who care for others. You can find our musicians in care homes, day centres, hospitals, schools, libraries and community centres in England, Wales and Northern Ireland, and in Scotland with our sister organisation Live Music Now Scotland.

Our programmes have been shown to enhance health and wellbeing, boost confidence and skills, and create opportunities by recognising the potential of every individual. Through inspiring musical experiences, we help people express themselves, create meaningful memories, gain agency in their lives, and find joy. Our work is backed by research, partnerships, advocacy and musicians' training.

The Northern Ireland branch of Live Music Now started in 1992. We currently have [32 musicians](#) based in Northern Ireland, delivering around 400 music sessions in health, care, education, and community settings each year.

## Our Organisational Structure

Live Music Now works alongside our communities through three main strands of work – **Music in Education, Music in Health and Music in Place**, delivered across the UK with distinct national offices in Northern Ireland and Wales.

The [Music in Education programme](#) offers enriching musical opportunities for children and young people, supporting personal development and wellbeing, particularly for those with additional learning needs in specialist education settings.

The [Music in Health Programme](#) offers strategic music interventions across health and care settings, enhancing wellbeing and supporting the wider determinants of health through music.

The Music in Place programme focuses on community-led interventions across the life-course in Medway (England), South Wales and [Northern Ireland](#). Our work exploring heritage and environmentally focused projects, runs alongside programmes aimed at building resilience and supporting community cohesion in these areas.

Our programmes are supported by high-quality, specialist training that equips our professional musicians to work effectively with participants. This training is led by expert practitioners, including Live Music Now alumni.

The Northern Ireland staff team (Programme Director – 4 days/week, Programme Co-ordinator – 3 days/week) works closely with colleagues in the Education and Health teams to plan and develop projects across Northern Ireland, and with central colleagues in Development and Operations. They are supported by a Strategic Director, Northern Ireland (0.5 days/week) who is also Strategic Director for Music in Education and a member of Senior Management Team.

Our work in Northern Ireland is currently supported by Arts Council of Northern Ireland, Derry City & Strabane District Council, Belfast Health and Social Care Trust, Black Santa, The Big Give and a range of commissioning partners.

## **Northern Ireland Programme Coordinator**

**Purpose of post:** the Northern Ireland Programme Coordinator will play a vital role in ensuring our NI projects run smoothly and successfully, while also managing our communications and social media presence. They will work closely with Live Music Now colleagues based in England and Wales including the Music in Education and Music in Health teams.

### **Main duties and responsibilities**

#### **Support delivery of programmes and services**

- Coordinate projects including one-off events, online concerts, concert tours and longer residencies. This includes liaising with musicians, mentors, venues and partners; entering information into the events diary and generating contracts.
- Collect and monitor feedback from project participants and musicians.
- Ensure the database is kept up to date with partner, venue and funder information.
- Coordinate training programme events in person and online.
- Occasional site visits to observe and support projects.
- Coordinate photography, filming and recording of project activities ensuring relevant consent is in place.

#### **Marketing and communications**

- Create and upload engaging content for social media.
- Undertake regular engagement with relevant sector and partner social media accounts to ensure a consistent and effective online presence.
- Upload updates and content to the website (training provided).
- Create flyers and marketing materials using Canva (training provided).
- Upload images and videos on to Flickr and Vimeo in accordance with data policy.
- Developing partnerships across the sector.

#### **Administration**

- Acting as first point of contact for enquiries, building professional relationships with partners, musicians and the public.
- Coordinate, develop and maintain resources, assets, data and records.
- Booking rooms for meetings, training etc.
- Management of equipment loaned out to musicians: iPads, keyboard, percussion etc.
- Provide support for Northern Ireland Advisory Group meetings.

#### **Undertake financial tasks in line with organisational procedures**

- Code and file invoices from musicians and other suppliers.
- Monitor and update budgets and spending records.

#### **Fundraising support**

- Collate information for reports to funders and partners.
- Research funding opportunities for the programme.
- Submit small bids with support from line manager (training provided).
- Support with organisational fundraising events.

### General

- Adhere to and uphold Live Music Now's policies and procedures including safeguarding, project approvals, brand guidelines and EDI.
- Take part in internal training sessions; share learning from external training events with colleagues.
- Be an ambassador for the organisation, occasionally representing us at external events.
- Undertake other duties as requested by Line Manager, relevant to this post.

### Terms & Conditions

This post is a permanent contract.

The salary will be £14,742 per annum for 22.5 hours per week and will be paid monthly. This is a pro rata salary of £24,570.

- a) The appointment is subject to:
  - i) four weeks' notice of termination during probationary period, six weeks' post probationary period
  - ii) A probationary period of six months
- b) Occasional evening or weekend work may be required. There is no overtime pay but pre approved time off in lieu will be arranged.
- c) IT equipment will be provided.
- d) Live Music Now provides a pension scheme for all eligible staff once probation period has been completed successfully, paid through the payroll. The organisation contributes 3% of your salary to the scheme after probation has been completed.

### Equal Opportunities

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.

Live Music Now is a flexible and accommodating employer; flexible working may be possible in discussion with line managers.

If you want to discuss the role further, 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](mailto:jobs@livemusicnow.org.uk) or call 07549 341 316.

### Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post.

## Programme Coordinator - Person Specification

	Essential	Desirable	Assessed
<b>Experience</b>			
At least 6 months' experience in a professional setting such as an office or education setting or equivalent through volunteering and/or work experience.	x		Application & interview
Some experience in an arts or social impact organisation, or some experience of community outreach/participation activity.		x	Application & interview
<b>Skills/competence</b>			
Demonstrable organisational skills and the ability to juggle a varied and fast-paced workload.	x		Application & interview
Efficiency in managing office systems with attention to detail.	x		Application & Interview
Good IT skills (Excel, Word, Outlook, PowerPoint)	x		Application, Task & Interview
Website skills (Wordpress or similar)		x	Application & interview
Ability to create succinct and impactful messaging for use within social media platforms.	x		Application, Task & Interview
Sound organisational and time-management skills.	x		Application and interview
Excellent communication skills, written and verbal, with good telephone skills and willingness to engage with a diverse range of partners.	x		Application, Task & Interview
<b>Finance</b>			
Knowledge and some experience of working with budgets.		x	Application and interview
<b>Knowledge and approach</b>			
Demonstrable use of social media platforms to enhance organisational/brand strategy.	x		Application and interview
A passion for, and commitment to, the potential of music as a tool for social change, and its impact both on participants and musicians.		x	Application and interview
An interest in enabling wider access to the arts for disadvantaged and disabled people.		x	Application and interview
<b>General</b>			
Energetic, creative, self-motivated and committed.	x		Interview
Self-starting and ambitious, able to set priorities, meet targets and work alone, while operating as part of a wider team under direction.	x		Application and interview
Able to remain calm under pressure and solve problems.	x		Application, Task & Interview