



Post	Programme Coordinator (2 roles)
Job Type	Music in Health Coordinator – 5 days a week (37.5 hours/week) Music in Education Coordinator – 4 days a week (30 hours/week) Permanent positions
Line Management	Music in Health Coordinator - line managed by the Senior Project Manager, Music in Health Music in Education Coordinator - line managed by the Programme Director, Music in Education
Salary	Real Living Wage: £27,007 per annum (pro rata)
Start Date	May 2025
Shortlist Notification	By or on 10 April
Interviews	23 & 24 April (online)
Location	This is an office-based position in Somerset House, London (at least 3 days per week) with some flexibility for home working.
To Apply	Please upload your CV and a covering letter (a separate letter for each post if applying for both jobs) outlining how you meet the criteria and detailing your sector knowledge to this link https://www.surveymonkey.com/r/ProjectCoordinatorApplication2025 by 9am, Thursday 3 April 2025. 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).
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 a flexible employer with regards to working flexible hours and work patterns.
	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. 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 Laura Wood on 07777 177989.

About Live Music Now

Live Music Now (www.livemusicnow.org.uk) is a charity founded in 1977 by renowned musician Yehudi Menuhin. We work and campaign to deliver social impact through music, helping to create a more inclusive and connected society.

We work with 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. 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 across England, Wales, Northern Ireland and in the international community. Although we are a relatively small organisation, we have a big impact in the UK's music, arts and healthcare sectors.

Our Organisational Structure

Live Music Now works alongside our communities across three main strands of work:

- Music in Education
- Music in Health
- Music in Place

Delivering across the UK with distinct national offices in Wales and Northern Ireland.

The Music in Education programme focuses on enriching musical opportunities for children and young people with additional learning needs in specialist education settings. We organise 4,000 inclusive music sessions annually reaching 35,000 children through our participatory concert programmes and 2,000 through musician-in-residence programmes. The Music in Education staff team consists of: Strategic Director (3 days/week); Programme Director (4 days/week); Project Manager (4 days/week) and Programme Coordinator (4 days/week). We also work closely with a PhD student to support our Count Me In! inclusive group music-making programme.

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. Our sessions take place in residential and day care settings, hospitals and hospices, as well as community venues. We provide 1,600 performances and music-making sessions annually, reaching 28,000 participants, including parents in challenging situations and older adults living with dementia. The Music in Health staff team consists of: Strategic Director (4 days/week); Programme Director (3 days/week); Senior Project Manager (3 days/week) and Programme Coordinator (5 days/week).

The Music in Place programme focuses on community-led interventions across the life-course in Medway, 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.

Programme Coordinators

Purpose of post: the Programme Coordinators play a vital role in ensuring our programmes run smoothly and successfully, while also managing our social media presence. They work closely with colleagues in their programme strand, as well as colleagues across the organisation including those in Wales and Northern Ireland.

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 daily engagement with relevant sector and partner social media accounts to ensure a consistent and effective online presence.
- Extracting reports and analytics, using data and understanding of platform algorithms to ensure optimal engagement.
- 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.
- Coordinate newsletters and other external communications.
- Developing partnerships across the sector
- Support with organisational comms as required.

Administration and office management

- Acting as first point of contact for enquiries coming into the team, building professional relationships with partners, musicians and the public
- Coordinate, develop and maintain resources, assets, data and records.
- Order stationery and office supplies.
- Booking rooms for meetings, training etc.
- Management of equipment loaned out to musicians: iPads, keyboard, percussion etc.
- Provide support for Board meetings taking place at Somerset House.

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 strand team (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.
- Support across programme strands and undertake other duties as requested by Line Manager, relevant to this post.

Programme Coordinator - Person Specification

	Essential	Desirable	Assessed
Experience			
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
Skills/competence			
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
Finance			
Knowledge and some experience of working with budgets.		x	Application and interview
Knowledge and approach			
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
General			
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
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