



<b>Post</b>	Project Coordinator, South East
<b>Salary Scale</b>	£22,390 - £24,500 pa (London Living Wage) Dependent on experience/competency
<b>Job type</b>	4 or 5 days a week (30 hrs or 37.5 hrs a week)
<b>Start Date</b>	June 2023
<b>Shortlist notification</b>	By or on Monday 15 <sup>th</sup> May 2023
<b>Interviews</b>	Week of the 22 <sup>nd</sup> of May 2023
<b>Location</b>	<b>This is an office-based position, our office is in Somerset House</b>
<b>To Apply</b>	<p>Please upload your CV and a covering letter outlining how you meet the criteria to this link <a href="https://www.surveymonkey.co.uk/r/P28LGL2">https://www.surveymonkey.co.uk/r/P28LGL2</a> by 9am on Tuesday 9<sup>th</sup> May.</p> <p>Please specify in your cover letter whether you prefer to work 4 or 5 days a week.</p> <p>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 preliminary conversations).</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.
	<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:emily.roberts@livemusicnow.org.uk">emily.roberts@livemusicnow.org.uk</a> or call 020 7759 1803.</p>



Live Music Now is a charity that has been working and campaigning since 1977 to create inclusive, measurable social impact through music. By harnessing the connective power of 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 enhances quality of life, health and well-being and promotes equity of opportunity by recognising the creative potential of every individual.

At the core of our theory of change is the commitment to deliver social impact through music. We create that social impact through musicians, whom we consider to be our most valuable partners and our greatest asset and seek to serve the ever-increasing need from communities facing social exclusion and disadvantage.

We achieve this through three commitments:

1. Supporting the musical lives of people experiencing disadvantage and social exclusion
2. Developing and supporting the workforce of professional musicians to ensure quality of practice, addressing underrepresentation by creating inclusive pathways to viable careers, and delivering the best outcomes for the communities we serve.
3. Advocating and evidencing the transformative benefits of live music on learning, development, health, and wellbeing

We employ and train over 300 professional musicians to work with older people (many living with dementia), children and young people (CYP) facing disabling barriers, early years and families, carers and key workers supporting others.

Our work reaches over 85,000 people, in person and online, performing, collaborating on, and creating music through 1:1 and group sessions, residencies in care settings, special schools & hospitals, and concerts. Our work helps participants communicate & make social connections, develops skills, and increases confidence and resilience.

Our programmes are underpinned by research and cross-sector partnerships, across England, Wales, Northern Ireland and internationally. For more information visit [our website](#)

Live Music Now operates throughout the UK, with English branches covering 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 Wales and will work closely with the Branch Director, and key members of the UK-wide 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 Exec Director reports to the Chief Executive, who in turn reports to the Chairman and Board of Trustees.

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## **Project Coordinator, South East**

### **Main Duties and Responsibilities**

#### **Project Management**

- Managing a range of music projects and residencies, as delegated by the Branch Director and Project Manager, on time and on budget, including developing the project brief, scheduling, liaising with musicians and hosts;
- Entering events onto the database and generating contracts, schedules and feedback forms for musicians and venues on a project-by-project basis;
- Occasional site visits to observe project activity;
- Hosting online concerts for schools;
- Working with the Branch Director and relevant Strategic Director to ensure appropriate monitoring and evaluation procedures are implemented;
- Liaising with musicians and partners over documentation of activities by photography, film and audio in consultation with relevant LMN staff, and ensuring appropriate consent is in place;
- Preparing reports as required both for internal and external use.

#### **Fundraising**

- Researching funding opportunities and writing applications with support from the Branch Director and Project Manager.
- Managing relationships with funders, preparing end of project reports with support from the Branch Director and Project Manager.

#### **Administration**

- Entering events onto database (Blackbaud's Raiser's Edge) and generating contracts and schedules for musicians and venues;
- Soliciting feedback/evaluation from venues, participants and musicians and entering onto database/survey software as required;
- Keeping contact details, for musicians, partners and venues up to date on the database;
- Booking rooms for training, etc as required;
- Management of equipment held which is loaned out to musicians: iPads, keyboard, percussion.

#### **Finance**

- Monitor project spend and manage project budgets.

#### **Marketing and Communications**

- Collating project information, images and quotes for regular updates on LMN's website and social media;
- Identifying and drafting news stories;
- Creating flyers and marketing materials using Canva and Flickr (training provided)

#### **Musicians' Management**

- Supporting the Branch Director and Project Manager to liaise with musicians, and support their involvement and development with us;
- Managing DBS checks for musicians in line with LMN Safeguarding policy;

#### **Line Management**

- Allocating tasks to freelancers and other project staff
- This post will be line managed by the Project Manager

#### **Additional Tasks**

- Occasional deputising for the Branch Director and Project Manager at external events;
  - Undertake any other duties as requested by the Branch Director and Project Manager, relevant to this post.
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## Terms & Conditions

The post is contracted on a permanent basis..

The salary will be £22,390 - £24,500 pa (London Living Wage), dependent on experience/competency, and will be paid monthly.

a) The appointment is subject to:

- i) four weeks' notice of termination on either side
- ii) A probationary period of three months

b) Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.

c) The postholder will be expected to work from the South East office at Somerset House with flexibility to work from home occasionally in agreement with the line manager. IT equipment will be provided. The postholder must be prepared to travel around the South East on occasion.

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 require help completing your online application, or if you would like to submit your responses in a different format, please email [emily.roberts@livemusicnow.org.uk](mailto:emily.roberts@livemusicnow.org.uk) or call 020 7759 1803.

## 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.

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## Live Music Now Project Coordinator SE: Person Specification

	Essential	Desirable	Assessed
<b>Experience</b>			
At least 6 months' experience in an office admin role, 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 work-load.	x		Application & interview
Efficiency in managing office systems with attention to detail.	x		Application & Interview
Good IT skills (Excel, Word, Outlook, PowerPoint).	x		Application, Test & Interview
Sound organisational and time-management skills, together with a good telephone manner.	x		Application and interview
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners.	x		Application, Test & Interview
<b>Finance</b>			
Knowledge and some experience of working with budgets.		x	Application and interview
<b>Knowledge and approach</b>			
An interest in the professional development of musicians.		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
Open minded attitude to all styles of music.	x		Application and interview
An interest in social welfare and the development of 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, Test & Interview

**Your data and privacy**

All applicants' data will be held on our system during the interview process for internal use only. After this time, only the personal data and references of the successful applicant will be kept: all data from unsuccessful applicants' will be destroyed or deleted from our records. Live Music Now commits to never sell or give away any individuals' data to external companies. Please see our Data and Privacy Policy for more details.

To be kept up to date with Live Music Now's work and news, please sign up for our newsletter on our website at [www.livemusicnow.org.uk](http://www.livemusicnow.org.uk)