

<b>Post</b>	Project Co-ordinator, SW and Wales
<b>Salary scale</b>	£20,000-£26,0000 pa (dependent on experience/competency)
<b>Job type</b>	Full-time: 37.5 hours per week
<b>Starting</b>	December 2022 / January 2023
<b>Location</b>	This is an office-based position, currently at our Cardiff office.
<b>To Apply</b>	Please upload CV and covering letter in English to <a href="https://www.surveymonkey.co.uk/r/PVHJMKW">https://www.surveymonkey.co.uk/r/PVHJMKW</a> by <b>9am on Monday 7<sup>th</sup> November</b> . 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).
<b>Shortlist notification</b>	Afternoon of Thursday 10 <sup>th</sup> November 2022
<b>Interviews</b>	Wednesday 16 <sup>th</sup> November 2022 in Cardiff
<b>Notification</b>	We regret we are unable to acknowledge receipt of applications. We will notify you to let you know if you have been shortlisted or not but we regret we are unable to provide feedback unless you are shortlisted.
<b>Language</b>	Due to the nature of this role, a level of Welsh-speaking competency is desirable. Non-fluent Welsh speakers will be supported in further training.  All Welsh speaking candidates who meet the essential criteria will be interviewed.
	<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>Live Music Now is a flexible and accommodating employer; flexible working including remote-home working may be possible in discussion with line managers.</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>



## 1. Live Music Now

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](#)

## 2. Organisational Structure

Live Music Now operates throughout the UK, with a tri-nation approach in England, Ireland and Wales. We have a sister organisation in Scotland, and international collaboration with independent Live Music Now organisations in Europe and beyond.

A team of Strategic Directors leads the development of Live Music Now's work in the areas of Adult Social Care, Healthcare, Children and Young People and Musicians' Development, delivered through the network of teams across the UK. Each team 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.

## 3. The post of Project Coordinator, SW and Wales

This position is new and has been created to support both our SW and Wales branches on a 40:60 ratio, and will be based in our Cardiff office. As the first point of contact, with day to day guidance from and working closely with the Project Managers and line-managed by the branch/national directors,

this role will be involved in project and event management including liaison with venues and musicians, and will be responsible for the database inputting and management, and office admin. This position will be involved in some marketing & comms distribution, database management of fundraising, the processing and coding of invoices, and also in collating feedback.

This position is an entry point into our organisation and job development over time will be available for anyone who is interested in career progression.

## **Main duties & responsibilities**

### Project Co-ordination

- Supporting the Project Managers in the co-ordination of projects and residencies;
- Entering events onto the database and generating contracts, schedules and feedback forms for musicians and venues on a project-by-project basis;
- Liaising with venues over documentation of activities by photography, film and audio in consultation with relevant Live Music Now staff, and ensuring appropriate consent is in place to enable Live Music Now to use images and film;
- Supporting the Project Managers in the co-ordinating of CPD and planning meetings relating to projects.

### Administration & Office Management

- Acting as first point of contact for enquiries coming into the branches;
- Entering feedback/evaluation from venues, participants and musicians onto database/survey monkey as required;
- Keeping contact details for musicians, advisory group and venues up to date on the database;
- Updating the concert diaries, as appropriate, with all branch activity;
- Responsibility for maintaining office management systems such as filing and post;
- Researching and booking venues for committee meetings, training sessions etc as required;
- Co-ordinating equipment loans to musicians when needed;
- Supporting the Branch and National Directors to service the LMN SW and Wales Advisory Committees, providing them with regular updates on forthcoming activities;
- Taking minutes at quarterly LMN Advisory committee meetings;
- Updating the office online diary as required.

### Musicians Management

- Supporting with liaising with the musicians recruitment process, including organising observation performances in the field for potential recruits;
- Assisting with managing DBS checks for all new musicians in line with Live Music Now Safeguarding policy;
- Keeping all musicians' public-facing biographies and photos up to date in line with Live Music Now Communications policy.

### Additional Tasks

- Occasional attendance at events to provide front of house support or event management;
- Undertake any other duties as requested by the Branch/National Director, relevant to this post.

## **4. Terms & Conditions**

The post is contracted on a permanent basis. The salary will be £20,000-£26,000 per annum (dependent on experience/competency) for 37.5 hours a week, and will be paid monthly in arrears, subject to any appropriate PAYE deductions.

- 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 branch office is currently located in Cardiff.
- d) Live Music Now provides a pension scheme for all eligible staff once their probation period has been completed successfully, paid through the payroll. The organisation makes a contribution of 3% of your salary to the scheme after probation has been completed.

## **5. 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.

All Welsh speaking candidates who meet the essential criteria will be interviewed.

Live Music Now is a flexible and accommodating employer; flexible working including remote-home 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.

### **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)

## Live Music Now Project Coordinator, SW and Wales: Person Specification

	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
<b>Experience</b>			
At least 6 months' experience in a previous 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, database).	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 within budgets.		x	Application and interview
<b>Knowledge and approach</b>			
An interest in the professional development of young 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
Welsh-speaking competency, or a commitment to learning Welsh.	x		Application & Interview