

Sound and Music

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Job Description

Title of Post:	Education Co-ordinator
Contract & hours:	Permanent contract, 0.6 Full Time Equivalent (3 days a week)
Location:	London (but postholder can work remotely from anywhere in the UK)
Salary:	£21,200-£24,500 pro rata, depending on experience
Reporting to:	Head of Education
Created:	November 2021

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1. General Information

Reporting to the Head of Education, the Education Co-ordinator is a key member of the Education team. The post provides support to the Head of Education and is the first point of contact for key stakeholders including young people, their parents, music education hubs, teachers and schools, and ensuring that projects and events within the programme are delivered to a high standard.

The position is essentially an administrative role and we are looking for someone extremely well organised and capable of working independently. The role encompasses all aspects of delivery including administration, event management and communications.

This role involves working closely and collaboratively with other members of the Sound and Music team. Sound and Music is a national organisation and the role will entail some travel to projects within the UK. The role is subject to an enhanced Disclosure and Barring Service (DBS) check which will be undertaken at Sound and Music's expense.

Sound and Music is moving to a hybrid working model with a mix of in person and remote working, so we welcome applications from anywhere in the UK.

The post holder will support Sound and Music's commitment to equality, diversity, and inclusion, contributing to a culture of respect and collaboration in the organisation's internal and external activities.

First round interviews will take place in early January on Zoom and a smaller number of candidates will be seen for a second round, taking place on Zoom.

2. About Sound and Music

Sound and Music is the national charity for new music. Our vision is to create a world where new music and sound prospers, transforming lives, challenging expectations and celebrating the work of its creators.

Our mission is to maximise the opportunities for people of all ages to create and enjoy new music.

Sound and Music has three overarching, interconnected and equally weighted aims that shape its activity:

- Artist development
- Audience engagement
- Supporting children and young people to create their own music

The creative programme for Sound and Music makes a unique and distinctive contribution to the arts in the UK. We are a National Portfolio Organisation of Arts Council England.

Sound and Music is an equal opportunities employer. We are committed to making recruitment and employment at Sound and Music inclusive and accessible. We particularly welcome applications from backgrounds that experience racism, and/or who are disabled or neurodiverse, to whom we will offer an interview if you meet the essential criteria for the role (see section 5).

www.soundandmusic.org

www.thesampler.org

www.britishmusiccollection.org.uk

www.minuteoflistening.org

<https://listenimaginecompose.com/>

<https://gocompose.soundandmusic.org/>

3. Key Responsibilities

Summer School

- Be responsible for the administration and preparations for the delivery of the annual Summer School including being the first point of contact for students, their parents and carers, and with the Summer School tutors
- Be a member of the Summer School delivery team during the residential week

Go Compose

- Co-ordinate Go Compose projects as they arise, liaising with partners and supporting publicity
- Oversee the delivery of the Go Compose Inspire days

Minute of Listening

- Work with the Head of Education in the compilation and creation of new content for Minute of Listening
- Contribute to creative ideas for new partnerships and the generation of new content
- Be the first point of contact with Minute of Listening users, including for continuing professional development (CPD) sessions

Listen Imagine Compose and Listen Imagine Compose Primary

- Co-ordinate CPD sessions and other programme activity, working with the Head of Education and delivery partners Birmingham Contemporary Music Group, Birmingham City University, Bristol Beacon and associated Bristol schools

Young Voices (young people's consultation group)

- Be the first point of contact for Young Voices and their parents
- Schedule and coordinate Young Voices meetings and activities in consultation with the Head of Education

New Music Labs

- Work with the Head of Education, Young Voices and other stakeholders to plan and deliver New Music Labs
- Create schedules for the planning and delivery of the events
- Liaise with artists and Audience Development colleagues to publicise the New Music Labs
- Draw up contracts for artists and secure any additional agreements required

General co-ordination and administration

- Be the first point of contact for music education partners and education-related enquiries
- Play an active role in developing Sound and Music's CRM system; keep accurate and up to date records

- Support the Creative Project Leader for Education in the delivery of other elements of the Education Programme as required, and with administrative support
- Support any interns working on the programme
- Ensure that education mailing lists and databases are kept up to date

Communications

- Represent Sound and Music at sector events as required
- Work in collaboration with audience engagement colleagues to publicise all aspects of the Education Programme
- Create content for newsletters and other publicity information including writing copy where required
- Update education-related web pages across all platforms
- Ensure that the education programme's funders are correctly credited, invited to events and support their cultivation

Common responsibilities for all Sound and Music employees

- Be a creative contributor to the development of the organisation and its relationship to the sector
- Take a flexible approach to work and to be willing to undertake other duties as reasonably requested
- Be an active and positive advocate for Sound and Music on a day-to-day basis and at events (as required)
- Contribute to the organisation's understanding of equality, diversity and inclusion; its implications for the arts; and how it informs all the organisation's decision-making
- Ensure adherence (at all levels) to the organisation's required policies and procedures with particular reference to Employment Rights, Equal Opportunities, Data Protection and Privacy, and Health and Safety and other statutory requirements
- Lead by example by exemplifying the values of the organisation and adopting quality internal processes which adhere to agreed procedures and are compliant with good governance as set by the Board
- Feel ownership of the website and take responsibility for generating and servicing content where it relates to your area of work
- Provide excellent customer service in dealings with the public and Sound and Music's community
- Work in the best interests of artists, arts organisations and audiences throughout the country

4. Special conditions of the post

- Attendance at Sound and Music's Summer School, a 7-day residential course held in early August (time off in lieu is taken afterwards)
- Travel within the UK, as required by the role
- Evening and weekend working to attend and network at events will be required (time off in lieu is taken afterwards)

- Satisfactory completion of an enhanced Disclosure and Barring Service check (if offered the role, and paid for by Sound and Music)

5. Selection Criteria

Applicants will be shortlisted and selected for interview on the basis of the following essential criteria:

- A passion for Sound and Music’s vision and mission, and belief in the value and benefits to young people of creating their own music
- Experience of delivering work in music education
- Excellent organisational and prioritisation skills, attention to detail, and ability to work with a high degree of accuracy
- Concise and clear communicator to diverse audiences, both in writing and verbally
- Experience of working to safeguard children and young people and awareness of the legal requirements around this
- Ability to work on your own initiative as well as collaboratively as part of a team, with a positive attitude towards work and tasks
- Demonstrable commitment to Youth Voice
- Computer literate with confidence in using MS office applications, digital platforms, e-communications and social media
- Demonstrable commitment to equality, diversity and inclusion

Your application will be scored against these criteria and the highest scoring applications will be invited to interview. However, we recognise that many people have faced barriers to opportunity and experience due to racism, being disabled and/or neurodiverse or for socio-economic reasons. If this applies to you then there is a voluntary question in the application form for you to disclose this information, and if you meet the essential criteria then you will be invited to interview.

The selection panel will not see your personal details unless you are invited to interview.

6. How to apply

Please apply by completing this application form <https://airtable.com/shr2Udq2TsobOT7AY>

There are no word count limits but please try to be as concise as possible – a maximum of 300 words per question as a guideline.

Please let us know if you would like to submit your application in another format.

The application form includes the following questions:

- What attracts you to this specific role and organisation, and why is this the right next step for you?
- Paying attention to the responsibilities of the role (section 3 of the job description), tell us about your relevant experience to date (including transferable experience)

- If you were co-ordinating a major music education project with multiple partners, how would you ensure that it was high quality and successful? What have you learnt previously that would help you to do this?
- How have you championed equality, diversity and inclusion in your work or life to date? In the context of this role, why would it be important to you?
- How have you ensured that youth voice is an important part of the work you've done, and what changes have you made as a result of listening to the views of young people?

7. Timeline, interview process and panellists

Please check Sound and Music's website for the most up to date information about timings.

Friday 17 December at noon	Deadline for applications
21 December	Applications will hear whether invited for interview
Tuesday 4 and Friday 7 January	First round interviews
Wednesday 12 January	Second round interviews

Interviews will be on Zoom with Beatrice Hubble, Sound and Music's Head of Education, and Susanna Eastburn MBE (Chief Executive, Sound and Music).

All applications will be treated in the strictest confidence.

If you have questions about the role or the process, please contact Wendy Attewell, Sound and Music's HR consultant, on wendy.attewell@soundandmusic.org.