



Youth Music Programme Lead (Vocalized)

Job Description

Contract Type: Freelance

Location: The Hut 202, Wornington Road & various locations across K&C (work split between Kensington Aldridge Academy, and St Thomas Moore School in North Kensington).

Hours: £3,600.00 or £25 per hour (144 hours/ 16 weeks (6 hours per week, increases to 12 hours per week after week 11) + 1 day showcase). Workshops to take place Thursdays 3.30-5.30pm and Fridays 3-5pm.

Start date: w/c 30 August 2021 + Showcase - 4 December 2021 (with scope to extend)

Reports to: CEO

What is the overall purpose of the role?

The National Youth Arts Trust and Youth Action Alliance are looking to appoint a Youth Music Programme Lead to develop and deliver a high impact, innovative, and progressive youth music programme as part of Vocalized.

Vocalize is a free singing/ band development workshop for 11 – 19-year-olds that builds confidence and self-esteem through music. We provide a safe space for young people to explore and develop their musical talent as well as improving self-confidence and well-being. We believe that by “Vocalizing” and tuning in to your musically, you can also find yourself as a person. And if you build your confidence as a person - it will then reflect back into your performance and art.

About

Based in the ‘Hut’ off Ladbroke Grove, YAA delivers street-based targeted group work and projects for young people. Our work is aimed at combating social and economic exclusion and marginalisation to create a more cohesive society. Recent projects have included the Grenfell Girl’s Group, Traveller’s Girls and Boys, and football coaching at the Westway. We work with other providers to provide a young mum’s group, a drug cessation project, and a disability project.



The National Youth Arts Trust (NYAT) is a performing arts charity that widens access to the Arts for young people from disadvantaged backgrounds – through giving bursaries for music, dance, and drama lessons, running youth theatre projects, and taking children to the theatre, often for the first time. We exist to do something about inequality in the performing arts industry and to ensure a career in the Arts is accessible to all.

Duties and Responsibilities:

- To coordinate and deliver a creative and progressive vocal/ music programme, ensuring wide participation for all levels from beginners to advanced including public performances
- Develop the overall strategy for Vocalized, including vocals, band development and music digital projects, ensuring that it is strategically embedded within schools and the community
- Recruit and line manage artist tutors, and when appropriate, bring in industry professionals and coordinate high level masterclasses
- Ensure clear progression, signposting and pastoral support
- To build partnerships and relationships with outside organisations in order to strengthen the Vocalized Programme and create opportunities for young people
- Liaise with external stakeholders, contractors, venues, suppliers and volunteer committees to ensure the successful delivery of a event(s) (e.g. production/AV supplier, entertainers etc) including continued correspondence in the lead up to the event, to ensure that our programme is produced to the satisfaction of all relevant partners.
- Research suitable venues, facilitators and equipment and keep an up to date database
- On-site event management - specific responsibilities to include: overseeing the event team/ volunteers briefing and debriefing, coordination of sponsors and freelancers etc.
- Manage and update the Risk Assessment as/when required and carry out regular health and safety checks.



Programme Management

- Ensure logistics details are arranged from start-to-finish (including organise debriefs and evaluation and monitoring data) for all workshops and events including, marketing, recruitment, equipment, facilitators and venues of all sessions in an accessible-manner to all participants, parents/carers, artists and partners (i.e Zoom polls, quotes, case studies, feedback forms, evaluation forms).
- Manage referrals to and from the provision.
- Overall responsibility for the promotion of Vocalized and showcase including online and offline marketing and advertising (hard copy, posters, social media posts etc).
- Record all attendances (registers) for all sessions and populate data required for reporting purposes.
- If necessary, host and deliver online sessions ensuring safeguarding of young people and Code of Conduct is adhered to.
- Prepare SLA, contractual documentation for sign off by the CEO.
- Coordinate and manage public performances, sharings and showcases by young people at other external venues and festivals including cross arts collaborations for young performers across all art forms.

Reporting

- Overall responsibility for collating data and creating reports.
- Prepare, coordinate and present relevant reports and information required to Boards of Trustees and funders
- Collate impact figures and case studies

Young People Involvement

- Ensure that young people are involved in contributing to the development of the sessions and events via consultations and evaluations.



Collaboration

- Develop new corporate partnerships coordinating and collaborating with other team members.
- Maximise opportunities.

External Liaison and Promotion

- Recruit young people through networking and promoting through external organisations and agencies.
- Prepare marketing materials for the Vocalized Programme

Staff Management

- Direct management and supervision of all facilitators i.e including agreements, SLA's and Code of Conduct.

Income Generation

- Work in partnership with the CEO and Business Development Manager to help sustain and develop the programme by securing external funding.
- Manage project budgets, reporting back with accurate costings

This job description cannot cover every task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.

Person Specification

Knowledge & Experience

The Youth Music Programme Lead will bring:

- Minimum Youth Work - Level 3 or Project Management Qualification



- Experience in the charity sector, voluntary sector, or community sector would be desirable.
- Experience of coordinating and leading varied programmes of music for young people in the non-formal and/or formal education sectors
- Competent in the use of MS Word, Excel, and the ability to use databases for recording and reporting.
- Confident speaker and presenter – PowerPoint, multimedia etc.
- Excellent written and verbal communication skills
- Experience in project managing events
- Excellent organisational and administration skills
- Budget management
- Knowledge and understanding of the music industry and the cultural education sector
- Willingness to work collaboratively across art forms
- First aid trained or willing to complete emergency first aid training

Schedule

Wk 1	Planning		6hrs		Wk 9	Sign posting		6 hrs
Wk 2	Planning		6hrs		Wk 10	KAA	STM	6 hrs
Wk 3	KAA	Planning	6hrs		Wk 11	KAA	STM	6 hrs delivery + 6hrs planning



Wk 4	KAA	STM	6hrs		Wk 12	KAA	STM	6 hrs delivery + 6hrs planning
Wk 5	KAA	STM	6hrs		Wk 13	KAA	STM	6 hrs delivery 6hrs planning
Wk 6	KAA	STM	6hrs		Wk 14	KAA	STM	6 hrs delivery 12hrs planning + 12 hrs Showcase
Wk 7	KAA	STM	6hrs		Wk 15	Evaluation		6hrs
Wk 8	Sign posting	STM	6 hrs		Wk 16	Evaluation		12hrs



Applicants will be asked to complete an enhanced DBS check prior to the start of the post and safeguarding online training.

To apply, please submit a CV and short covering letter including details of two references to:

admin@nationalyouthartstrust.org.uk by Tuesday 20th July midnight.

Please complete the attached equal opportunity monitoring form and submit this alongside your application.

Interview date by Zoom is Tuesday 3rd August 2021

Please contact us if you need the job description in an alternative format or if you need any adjustments if invited to interview.

We are an equal opportunities employer. We guarantee an interview for applicants with a disability providing they meet the minimum requirements for the post. Charity No: 1152367.

We look forward to hearing from you!