



## **Youth Music Programme Assistant (Vocalized)**

### Job Description

**Contract Type:** Freelance

**Location:** The Hut 202, Wornington Road W10 5RE & various locations across K&C

**Hours:** £20 per hour for 14 weeks (13 hours per week, 6 hrs delivery and 7 hrs office base) + 1 day showcase.

**Start date:** w/c 4 September 2023 – w/c 18 December (with scope to extend) + Showcase on 9 December 2023

**Reports to:** Vocalized coordinator

### **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 assistant to help deliver a high impact, innovative, and progressive youth music programme as part of Vocalized.

Vocalized is a free singing/ band development programme 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, through 3 weekly workshops after school. We believe that by “Vocalizing” and tuning into your musicality, you can also find yourself as a person. And if you build your confidence as a person - it will reflect in 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 assist the Vocalized Lead in coordinating and delivering a creative and progressive vocal/ music programme, ensuring wide participation for all levels from beginners to advanced including a public performance.
- Support the Lead with the overall strategy for Vocalized, working with local schools to help ensure that it is strategically embedded within schools and the community.
- Help to arrange the singing, band development and musical theatre weekly workshops across two local partner schools and a community venue.
- Help research and coordinate masterclasses with industry professionals during the programme.
- Supporting the Vocalized Lead, music tutors and students during workshop time, and signpost and offer pastoral support to participants.
- Help liaise with stakeholders, venues, suppliers and volunteers to ensure the successful delivery of the end of project performance (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 and equipment needed for the final project showcase and keep an up-to-date database of stakeholders.
- Supporting the Vocalized Lead with on-site event management at the end of project performance - overseeing the event team/ volunteers etc.
- Supporting with adhering/updating the Risk Assessment as/when required and carrying out regular health and safety checks.



## Programme Management

- Support the Vocalized Lead on all logistic details from start-to-finish (including collecting data for evaluation and monitoring of the project) for the weekly workshops and final performance, including marketing, recruitment of young participants, sourcing music equipment, communication with facilitators, and communications with partner schools.
- Supporting the facilitators during the workshops with any resources or pastoral support they might need.
- Help manage referrals to and from the provision to other projects/bursary schemes where appropriate.
- Supporting the Vocalized Lead on the promotion of Vocalized and showcase including preparing online and offline marketing and advertising (hard copy, posters, social media posts etc.).
- Being present at each workshop and keeping registers for all sessions and populating data required for reporting purposes.
- Helping to ensure safeguarding policies and our Code of Conduct is always adhered to.

## Reporting

- Helping the Vocalized Lead to liaise and collect feedback from participants, parents/carers, artists, and project partners (i.e. Zoom polls, quotes, case studies, feedback forms, evaluation forms, impact figures).
- Help prepare and present relevant reports and information required to Boards of Trustees and funders.

## Young People Involvement

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



## **Collaboration**

- Research new corporate partnerships, coordinating and collaborating with other team members to maximise opportunities.

## **Income Generation**

- Work in partnership with the CEO and Business Development Manager to help develop the programme by researching external funding opportunities.

*This job description cannot cover every task that may arise within the post at various times and the postholder 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:

- A Youth Work or Project Management Qualification.
- Experience in the charity sector, voluntary sector, or community sector would be desirable.
- Some experience of coordinating music projects for young people in 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.
- Some experience in project managing events.
- Excellent organisational and administration skills.
- Careful with 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.

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](mailto:admin@nationalyouthartstrust.org.uk) by **Thursday 17th August 2023.**

Please complete the attached equal opportunity monitoring form and submit this alongside your application if you wish to do so.

**Interview date by Zoom is Tuesday 22nd August 2023.**

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!