



LIVERPOOL PHILHARMONIC
PHILHARMONIC HALL

Learning Projects Coordinator

Candidate Information
December 2024

What is Liverpool Philharmonic?

Liverpool Philharmonic enhances and transforms lives through music.

At the heart of our work is the critically-acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; an extensive programme of participatory work with young people and others across our community; and presentation of almost 400 concerts and events each year at our home, Liverpool Philharmonic Hall.

Liverpool Philharmonic is rooted in our city.

We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city, employing over 300 people. As well as our work in Liverpool our Orchestra represents the city with performances and broadcasts across the UK and around the world.

The city's young people are a central focus of our work. Our In Harmony programme provides an intensive, daily music-making programme for over 1750 children in Everton and Anfield, North Liverpool, and we run more than 5,000 workshops and events in community settings for all ages across the City. The Liverpool Philharmonic Youth Company provides a range of opportunities for music making for young people, including the Liverpool Philharmonic Youth Orchestra, Liverpool Philharmonic Youth Choir, Children's Choirs, and Rushworth Young Composers programme. We work in partnership with several Liverpool NHS Trusts delivering programmes which support people in the Liverpool city region living with a range of mental and physical health needs.

Liverpool Philharmonic is committed to diversity and inclusion.

We work hard to reach right across our community through our learning work, and concert programme.

We attract world class artists to perform at Liverpool Philharmonic Hall and our small venue, Music Room, with a diverse programme of performances ranging from classical, contemporary, rock, pop, folk, roots, and jazz to comedy, film and spoken word. We work with many organisations and cultural partners in the City to ensure that the artists and performances we put on stage, and the audiences we attract truly represent our community.

And we are working hard to ensure that our workforce is a diverse as possible.

Liverpool Philharmonic reaches more people than any music organisation outside London.

Over 350,000 people attend Liverpool Philharmonic concerts each year.

73,000 young people participate in our Youth Company and associated ensembles, attend concerts or take part in our In Harmony programme.

Around 900,000 people in 92 countries listen to our recordings each month on Spotify, more than any UK orchestra outside London.

Over 18,000 people have benefitted from our music and health programme over the last 15 years.

What is the role?

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- **Title:** Learning Projects Coordinator
- **Role specifics:** A member of the In Harmony Liverpool team, the role focuses on the day-to-day operational and logistical delivery of both in-school and extra-curricular activities. Key responsibilities include working with musicians, schools, young people, families and community members, facilitating youth ensemble rehearsals, events and activities, being responsible for large groups of children and young people, and the effective administration of the programme's instrument resources. This role will involve frequent evening and weekend working.
- **Department:** Performance and Learning
- **Location:** Liverpool Philharmonic Hall, Liverpool Philharmonic at The Friary (Everton), community and partner school sites across North Liverpool and any reasonable location dependent upon the requirements of the post
- **Responsible to:** In Harmony Liverpool Manager
- **Responsible for:** N/A
- **Contract:** Full time, permanent

Principal Role

Ensure the successful operation of Liverpool Philharmonic's Learning programmes, coordinating Learning projects, rehearsals, events and activities for children, young people, schools, families, adults and communities.

Manage relationships with our participants, partners and stakeholders, acting as the first point of contact for participants, young people, parents/carers, staff, musicians, partners and external agencies on all issues pertaining to the Learning programme.

Working as part of the Learning team to grow the reach, accessibility and diversity of our programmes, with participant voice embedded at the heart. Ensuring Learning programmes continue to reflect the evolving needs of our communities, using effective evaluation methods to demonstrate the impact and outcomes of our programmes.

Key Responsibilities

Key Responsibilities:

Project Operations & Administration

- Coordinate ongoing rehearsals and activity, ensuring appropriate levels of staffing, preparing schedules, organising music hire with Library department, ensuring participants' details are effectively and securely stored, regularly updated, and processing fee payments where relevant.
- Book and engage musicians to deliver the Learning programme, ensuring project objectives, outputs and outcomes are communicated, understood and achieved at all times. Administering contracts and processing payments for musicians engaged across the programme.
- Provide pastoral care for participants of all ages, acts as First Aiders, and coordinate additional pastoral care for activities as required (such as arranging volunteers, chaperones and meeting conditions of performance licenses).
- Support all participants to engage with projects, particularly those who may have additional support needs, ensuring our programmes are inclusive and relevant to our communities.
- Lead agreed events and concerts including promotion, production of event schedules, staffing, licensing, risk management and safeguarding, working in close partnership with internal departments and with external partners to ensure successful high quality events.
- Coordinate opportunities for participants to engage with top quality international artists through workshops, masterclasses, Q&A sessions, talks and visits.
- Ensure Health & Safety and Safeguarding policies and procedures are implemented through Learning Programmes, and communicated effectively to participants, staff, parents, audiences and partners as appropriate.
- Coordination of project stock control, including instruments, resources and other assets.
- High quality financial administration of activities in line with agreed project budgets.
- Supervise any students and volunteers placed within Learning Programmes.

Communications and Relationship Management

- Ensure the highest standard in communications and relationship management with all stakeholders: young people, parents/carers, staff, musicians, partners and external agencies.

- Coordinate communication, information and activities with partners (such as schools, Music Services, Music Education Hubs, Specialist Schools, colleges, higher education institutions and national ensembles and organisations).
- Represent the Learning Department at key regular meetings including event, production and artistic planning meetings.
- Keep up to date with arts and education issues both locally and nationally.

Project Evaluation

- Embed evaluation at the heart of programmes, ensuring all project data capture, monitoring, analysis and reporting is completed within agreed evaluation frameworks.
- Develop the inclusion of participants' views in the future direction of Learning Programmes.

In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon requirement of Liverpool Philharmonic.

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Criteria	Essential	Desirable
Knowledge / Experience		
Experience of successful administration and coordination	Y	
Experience of working with children and young people	Y	
Experience of working within creative projects		Y
Experience of working across a range of musical genres		Y
Musical knowledge, interest and understanding	Y	
Demonstrable interest in or experience of event management	Y	
Understanding and experience of health and safety management and risk assessment		Y
Understanding and experience of working within set budgets		Y
Knowledge and understanding of safeguarding practices		Y
Experience of project evaluation and monitoring	Y	
A good working knowledge of Microsoft Word, Excel, and Outlook	Y	
Skills / Abilities		
Excellent communication skills, both written and verbal	Y	
Attention to quality and detail, with a drive to achieve excellence	Y	
Ability to manage competing priorities and deliver results within changing circumstances	Y	
Highly motivated, with ability to work effectively autonomously, and as part of a wider team	Y	
Excellent organisational skills	Y	
Demonstrable and passionate commitment to equality of opportunity, community engagement and cultural diversity	Y	
Ability to work unsocial hours	Y	
Ability to read music		Y
Demonstrable commitment to working within our four values of: Passionate about music, Excellence, Ensemble and Welcoming	Y	

Key Information

- **Salary:** £22,560
- **Employment type:** Full-time, permanent.
- **Hours of work:** The standard contracted hours for this post are 35 hours per a week. There will be a requirement to undertake frequent evening and weekend work, and this will be included in the post's 35 hour working week. You may be required to work over and above these hours, but you will receive time off in lieu for this.
- **Place of work:** Liverpool Philharmonic Hall, Liverpool Philharmonic at The Friary (Everton), community and partner school sites across North Liverpool and any reasonable location dependent upon the requirements of the post.
- **Holidays:** 26 days (pro rated) plus bank holidays.

What benefits are offered?

Pensions

Access to a Group Personal Pension Scheme whereby employees are auto enrolled and can enjoy employer contributions.

Training and Development

We offer a dedicated training and development fund to support the growth and progression of our employees.

Service Awards

Employees are provided with additional time off and cash incentives at various long service milestones.

Complimentary staff tickets

Complimentary staff tickets are available, and employees are encouraged to attend events.

Health Cash Plan

Following two years' service you will have access to a health cash plan with an external supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.

Discounted Staff Parking

Access to reduced price parking (subject to availability) in car park operated by Liverpool Philharmonic for employees who choose to drive in to work.

Rail services

Access to the Mersey travel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 months.

Cycle to work

Cycle to Work Scheme that offers discounts on a bike and accessories, with the cost spread over a period of 12 months.

How to Apply

Please [click here](#) to submit your application.

You will be required to input your personal details and then asked to complete the required information.

You will also be asked to add a supporting statement, which can be a maximum of 500 words detailing how you meet the requirements of the job (that does not include any personal details such as your name, date of birth, gender, address or phone number).

If you require any support with this process, please contact recruitment@liverpoolphil.com

Applications are due **23:59 GMT on Sunday 12 January 2025**. No applications will be accepted after this time.

All applicants must have the right to work in the UK.

Interviews

Short-listed candidates will be invited to attend an interview on Wednesday 29 January 2025 at Liverpool Philharmonic Hall, Hope Street L1 9BP.

Equal Opportunities Statement

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.

Disclosure and Barring

Due to the specific nature of this post, a Disclosure (which includes 'spent' and 'unspent' convictions as defined by the Rehabilitation of Offenders Act 1974) will be requested in the event of the applicant being offered the position, and final confirmation of the post will be dependent on the information contained in this Disclosure. The Disclosure certificate is only seen by those who need to as part of the recruitment process. The Royal Liverpool Philharmonic complies with the DBS code of practice on the use and storage of disclosure information. We have a written policy on the recruitment of ex-offenders, which can be requested from the Society by the applicant at the outset of the recruitment process.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to **Zoë Armfield, Head of Learning**, and we guarantee that this information is only to be seen by those who need it as part of the recruitment process.

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Supported using public funding by
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