**JOB DESCRIPTION**

**Job Title: Inclusion & Community Events Coordinator**

**Reg Region/Location: Berkshire-wide, with focus in Reading/Maidenhead**

**Contract Type: Permanent**

**Hours: Part time, 30 hours per week (0.8 FTE, 4 days per week including Saturday)**

**Job Code:** **OP-5 (£26,625 - £29,288 FTE)**

**Reporting Structure: Partnership & Inclusion Manager**

**Primary Job Purpose**

Working across the county and with a particular focus on projects in the Maidenhead area, this role is an exciting blend of music facilitation and event co-ordination. As part of our growing and vibrant Musical Communities work, you will support the Partnership & Inclusion Manager in planning and successfully delivering new music projects ranging from multi-generational bands to youth drop-in music sessions. A friendly and experienced people person, you will be involved in direct communication with our partners and participants to help in the smooth running of the team, and you will enjoy working in a wide variety of project-based settings.

Your week will be split with the equivalent of 2 days of music delivery in the field and 2 days of co-ordination/office-based work per week including regular Saturdays for project delivery.

**Principal Responsibilities**

1. Support the Partnership & Inclusion Manager in co-ordinating projects and events within the Musical Communities team
2. Support the launch of new programmes and initiatives to help ensure successful outcomes
3. Deliver creative community music projects in a wide variety of settings
4. Co-ordinate music projects, engaging with a range of diverse communities
5. Communicate with community partners, participants and team members effectively and confidently
6. Assist the Partnership & Inclusion Manager in the realisation of our strategic priorities, as identified in our Inclusion Strategy
7. Promote the safeguarding and welfare of all pupils and service users within Berkshire Music Trust, raising any concerns in accordance with the Trust’s protocols and procedures.
8. Some additional work at evening/weekend events may be required, for which time off in lieu will be granted.
9. Any other duties commensurate with the post.

**Our Values**

* **Inclusivity** – we believe music should be accessible to all
* **Respect** – we respect others’ views and lived experiences
* **Transparency** – we are open and honest
* **Innovation** – we continuously evolve and adapt to changing needs
* **Responsibility** – we take responsibility for our mission
* **Partnership –** we embrace partnership working

**ROLE SPECIFICATION**

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|  | **Criteria** |
| **Skills and Abilities** | * Confident driver with a clean licence
* Ability to adapt to the demands of a busy working environment, moving between different projects
* Ability to work within a set budget
* Excellent inter-personal skills and the ability to work with a range of external stakeholders and colleagues
* Strong organisational skills and ability to multitask
* Excellent communication skills – both written and spoken
* Demonstrate a commitment to inclusive practices and a passion for music
* Excellent time management skills
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| **Experience** | * Facilitating music sessions/workshops
* Working as part of a team in a pressurised and multi tasked environment
* Experience working with groups of young people and/or vulnerable adults
* Working to strict deadlines

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| **Knowledge** | * A background in music and/or music education
* Creative music practitioner, able to lead flexible and inclusive sessions
* Proficient in the use of Office 365 systems
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| **Personal Attributes and other Requirements**  | * Understand and respect the principles of inclusion
* Possession of excellent interpersonal skills
* Sensitive to the needs of the participants
* Self-motivated and able to prioritise tasks
* Ability to work accurately with attention to detail
* Commitment to personal development
* Forward-thinking, positive attitude
* Ability to establish good working relationships and work well in a team
* Willingness to travel across Berkshire
* Committed to Berkshire Music Trust’s vision and core values

 Berkshire Music Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check. Berkshire Music Trust takes the responsibility of child protection very seriously and checks the suitability of staff and volunteers to work with children. Berkshire Music Trust is an equal opportunities employer.  |

**ROLE COMPETENCIES**

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| **Competency Group – Communication** |
| **Competency Title** | **Description** |
| Listening | Understands and learns from what others say. |
| Reading Comprehension | Grasps the meaning of information written in English and applies it to work situations. |
| Speaking | Conveys ideas and facts orally using language the audience will best understand. |
| Writing | Conveys ideas and facts in writing using language the reader will best understand. |
| **Competency Group - Cognition** |
| **Competency Title** | **Description** |
| Creative & Innovative Thinking | Develops fresh ideas that provide solutions to all types of workplace challenges. |
| Decision Making & Judgment | Makes timely, informed decisions that take into account the facts, goals, constraints, and risks. |
| Problem Solving | Resolves difficult or complicated challenges. |
| Researching Information | Identifies, collects, and organises data for analysis and decision-making. |
| **Competency Group – Personal Effectiveness** |
| **Competency Title** | **Description** |
| Accountability & Dependability | Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight. |
| Adaptability &Flexibility | Adapts to changing business needs, conditions, and work responsibilities. |
| Attention to Detail | Diligently attends to details and pursues quality in accomplishing tasks. |
| Customer Focus | Builds and maintains customer satisfaction with the products and services offered by the organization. |
| Development & Continual Learning | Displays an ongoing commitment to learning and self-improvement. |
| Ethics & Integrity | Earns others’ trust and respect through consistent honesty and professionalism in all interactions. |
| Results Focus & Initiative | Focuses on results and desired outcomes and how best to achieve them. Gets the job done. |
| Safety Focus | Adheres to all workplace and trade safety laws, regulations, standards, and practices. |
| Self-Management | Manages own time, priorities, and resources to achieve goals. |
| Stress Tolerance | Maintains composure in highly stressful or adverse situations. |
| Tact | Diplomatically handles challenging or tense interpersonal situations. |
| **Competency Group – Interaction with Others** |
| **Competency Title** | **Description** |
| Influencing Others | Influences others to be excited and committed to furthering the organisation’s objectives. |
| Relationship Building | Builds constructive working relationships characterised by a high level of acceptance, cooperation, and mutual respect. |
| Teamwork | Promotes cooperation and commitment within a team to achieve goals and deliverables. |
| Valuing Diversity | Helps create a work environment that embraces and appreciates diversity and inclusion. |
| **Competency Group – Occupational** |
| **Competency Title** | **Description** |
| Advocating Causes | Influences others to act in support of ideas, programs, or causes. |
| Managing Projects or Programs | Structures and directs others’ work on projects or programs. |
| Negotiating Agreements | Reaches deals or compromises. |
| **Competency Group – Management Qualities** |
| **Competency Title** |
| Business Alignment | Aligns the direction, products, services, and performance of a business line with the rest of the Organisation. |
| Planning & Organising | Coordinates ideas and resources to achieve goals. |