# Recruitment Information

Post: Partnership and Programmes Coordinator

Base: Nottingham Music Service, College Street Centre, Nottingham

Salary: £23,521 - £25,213, per annum (Dependant on experience)

Hours: Full time 37.5 hours per week

Contract: Permanent (Subject to continued funding)

Start Date: Immediate start

We are seeking a candidate with excellent coordination, communication and relationship building skills for a new and exciting post within Nottingham Music Service. The post is instrumental in promoting and increasing the work that we offer schools and will have a direct impact on the number of children receiving music education across Nottingham City. The post holder will also support the day to day delivery of the Music Service and its programme of events. The ideal candidate should be flexible in their approach to problem solving and in building relationships with schools and able to work on their own initiative. Previous experience in music teaching is not essential as the role is focused on project coordination, liaising with schools and the promotion of our work.

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# Person Specification and Job Description

**Purpose of post:**  To maintain and enhance relationships with Nottingham City Schools through excellent communication and supportive working. To ensure that Nottingham Music Service music programmes and its wider events programme are delivered in a seamless and coordinated manner.

**Person Specification:**

|  |  |
| --- | --- |
| **Coordination** | **Measured by:** |
| 1. Ability to form and maintain supportive relationships with schools and their key staff members | A,I |
| 1. To be proactive in anticipating and dealing with any issues that may arise with the delivery of the service | A,I |
| 1. To hold excellent presentation skills and have the ability to engage diverse groups | A,I |
| 1. To actively promote and inform schools of the work we do and promote music initiatives | A,I |
| 1. Ability to plan and anticipate tasks, to ensure the smooth running of music programmes | A,I |
| 1. Ability to ensure the daily smooth coordination of the Music Service programmes | A,I |
| 1. Excellent record keeping skills | A |
| 1. Ability to create and manage electronic databases, timetables, forms and hard copy data effectively | A,I |
| 1. Ability to work on own initiative | A |
| **Mutual respect and good relations** |  |
| 1. Ability to communicate effectively both orally and in writing | A, I |
| 1. Commitment to promoting mutual respect and good relations | A, I |
| 1. Ability to work as part of a team | A, I |
| **Inclusion** |  |
| 1. Commitment to music education for all | A, I |
| 1. Willingness to learn how to meet the challenges of the role | A, I |
| 1. Flexible approach, to be able to support diverse school/service needs | A, I |
| **Continuing Professional Development** |  |
| 1. Commitment to continuing professional development | A, I |
| 1. Ability to be reflective and self-aware | A, I |
| **Work Related Circumstances** |  |
| 1. Ability to organise own workload including experience in problem solving and record keeping | A, IE |
| 1. Ability to travel across the city and current clean driving licence or to be able to use public transport to travel across the city | A |
| 1. Flexible approach to working hours to enable support for events | A, I |

NB: A = Application, I = Interview, IE = Interview Exercise

Notes:

* As the post holder will regularly be undertaking work directly with young people an enhanced DBS clearance will be required
* This post is subject to the ACE Music Education Hub Grant
* Due to the nature of this post, a flexible approach to hours will be necessary and may include evening and weekend work to support performances and other initiatives; including annual residential activites.

**Key responsibilities:**

1. To be the main Nottingham Music Service point of contact for schools within the Nottingham City Area.
2. To be actively engaging with schools, promoting the work of Nottingham Music Service and its benefits for pupils.
3. To ensure the daily, smooth delivery of the service within schools and at events and to liaise with key staff members to address any issues as they arise.
4. To promote our programme of events within schools and to actively encourage school/pupil participation
5. To develop and maintain the existing staffing timetable for teaching in schools
6. To promote the benefits of our Schools Champion scheme within schools and encourage new schools to sign up
7. To maintain effective systems for the storage of information, as required by the service and its funders
8. To from relationships with schools/Academy chains that are currently not accessing our services with a view to them signing up for music tuition
9. To hold ad hoc instrument inspections (With music school staff support) to provide an accurate overview of the instruments currently on loans in city schools
10. To prepare overview reports as and when required
11. To provide support for ongoing programmes (such as the Area Band Network and Saturday morning Music School) and one-off events – including their delivery, promotion within schools and ensuring that individual pupils needs are met
12. To support the senior team with their vision of the delivery of the service within schools
13. To provide support with specific pieces of work such as the annual data return and any other individual work packages as requested by the senior team/Organisational Administrator.
14. To advocate for the work of the service and be a champion for music across the city
15. Carry out such further tasks as may from time to time be delegated to you to by senior management to meet the changing demands of the business.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

We offer a competitive package which includes:

* Up to 6% employer contributions into a company pension scheme
* A commitment to your continuing professional development

**How to apply**

Please send a covering letter and a completed application by email to: [michael.aspinall@nottinghammusichub.org.uk](mailto:janet.wallace@nottinghammusichub.org.uk)

Please note applications can only be received by e-mail.

**The closing date for applications is Wednesday 5th June, At Noon.**

**Shortlisted candidates will be notified on the afternoon of the 6th June**

**Interviews to be held on Tuesday 11th June**

## Equal Opportunities Policy Statement

It is our intention to provide equal opportunities for employment and in all matters with regard to the services which we provide. We will deal with all persons, whether members of staff, volunteers, trustees, contracted freelance workers or clients or other people with whom we have contact, with the same attention, courtesy and consideration, regardless of race, colour, ethnic or national origin, sex, religion, disability, sexual orientation or age.

# Application Form

By completing and submitting this application form and any related documents you are consenting to us processing such data for personnel management and administrative purposes in accordance with GDPR legislation.

|  |
| --- |
| **Position: Partnership and Programmes Coordinator**  How did you hear about this job? |

**1. Personal details**

Please only provide information for where we are free to contact you.

|  |  |  |
| --- | --- | --- |
| Your name |  | |
| Address |  | |
| Post code |  | |
| Telephones |  | |
| Email |  | |
| National Insurance No. | |  |

**2. References**

|  |  |  |
| --- | --- | --- |
| Please list two people whom we may approach for professional references. One of these should be your current or most recent employer | | |
| Name: |  | |
| Position: |  | |
| Organisation: |  | |
| Address: |  | |
| Telephone: |  | |
| Email: |  | |
| May we contact this referee before interview? | | Yes / No |

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Position: |  | |
| Organisation: |  | |
| Address: |  | |
| Telephone: |  | |
| Email: |  | |
| May we contact this referee before interview? | | Yes / No |

Nottingham Music Service reserves the right to take up references, after an offer has been accepted, with any or all of your previous employers.

**3. Experience**

|  |  |
| --- | --- |
| Present employment | |
| Job title |  |
| Employer |  |
| Address |  |
| Contact person |  |
| Telephone |  |
| Date appointed |  |
| Reason for seeking other employment |  |
| Duties and achievements |  |
| Present salary or fee income |  |
| Notice required – if applicable |  |
| Have you ever been subject to Disciplinary Proceedings? Yes / No | |
| If yes, please indicate the outcome | |

**4. Previous employment** – If necessary, please provide details of additional employers on a separate sheet and feel free to cut and paste from your CV

|  |  |
| --- | --- |
| Employer name and address |  |
| Dates |  |
| Duties and achievements |  |
| Employer name and address |  |
| Dates |  |
| Duties and achievements |  |
| Employer name and address |  |
| Dates |  |
| Duties and achievements |  |

**5. Sickness Absence Details**

|  |  |
| --- | --- |
| Please note that in accordance with GDPR guidlines, all sensitive personal information given will be used in connection with this application process only. Please give details of sickness absence during the last 24 months. | |
| Number of days: |  |
| Number of periods: |  |
| Reason(s) for Absence(s) | |

Please note that for the successful candidate the information supplied regarding sickness absence will be verified with their previous employer.

**6. Qualifications and training** (feel free to cut and paste from your CV)

|  |  |
| --- | --- |
| Education | Please list your relevant educational details |
|  |  |
| Training | Please list your relevant training details |
|  |  |
| Qualifications | Please list your relevant qualifications |
|  |  |

**7. Supporting information**

|  |
| --- |
| Please tell us, referring to each point of the person specification and job description, why you believe you are a suitable candidate for this position. Use extra sheets if necessary. |
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| --- | --- |
| **Are you eligible to work in the UK?**  All applicants may be asked to produce relevant documentatio**n** | **YES / NO** |

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| **Enhanced Level DBS Clearance**  This post will be subject to an enhanced level DBS Clearance |

**8. Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| When completed please return this form to: | michael.aspinall@nottinghammusichub.org.uk | | |

**Please note that to knowingly providing false or deliberately misleading information may lead to disciplinary action being taken, up to and including dismissal, at any time after an appointment is made.**