# Job title: Skills Development Intern

**Reports to**: Skills Development Manager

**Hours**: 35 hours a week for 11 weeks July – September 2021. (There is flexibility for this to be a part-time job over a longer period if this better suits your access requirements or personal commitments).

**Salary:** Pro-rata equivalent of £20 111 per year (which works out at £386.75 per week or £11.05 per hour)

**Based**: London plus Latitude and Reading Festivals

# Purpose

This post is to enable an ambitious disabled person to gain paid experience of work in a charity supporting access to live music, providing a next step towards employment in the live music industry. It will serve the ambitions of our new volunteering and skills development programme, Beyond the Music, supporting accessible volunteering opportunities.

This role is funded by the National Lottery Community Fund as part of Beyond the Music Project, which is a project to improve access to roles in the music industry for Deaf and disabled people.

As this role exists to provide a training opportunity to people who would otherwise be excluded from the industry, it therefore is an exception allowing Positive Action under the 2010 Equality Act.

In order to apply you need to identify as one of the following:

* Deaf
* Disabled
* Having a long-term mental health condition
* Having a long-term physical health condition
* Neurodivergent

You do not have to identify as disabled to apply, as long as one of the above applies to you. However we would expect any candidate to work within our ethos of the social model of disability during the course of the role.

Our application pack supplies information on Attitude is Everything, the Beyond the Music project and the context for this post, and full details on salary, terms and entitlements.

# Main Duties

* Assisting with the general administration and preparation of Attitude is Everything’s Beyond the Music programme.
* Working with the Skills development manager to grow and engage with network members
* Helping us to create an online forum for disabled professionals or aspiring professionals who want to work in the music industry.
* Assisting with the general administration and preparation of our onsite work at Latitude and Reading festivals, where Attitude is Everything hosts information tents
* Assisting our onsite team at Latitude and Reading festivals - supporting on site volunteers, working with onsite agencies
* Attending events, shadowing our team and assisting with administration around our festival consultancy work.
* Assisting with the general administration and preparation of online events and in-person skills development sessions
* Assist with the running of networking events and skills development sessions
* Assisting with research, monitoring and evaluation
* Supporting general project administration

# Person Specification

**Knowledge and Understanding**

* Lived experience of either an impairment, a physical or mental health condition, or identifying as disabled, Neurodivergent or Deaf.
* An understanding of the social model of disability
* A commitment to an intersectional approach to tackling inequality.
* A desire to learn and build your knowledge and skills around both disability and music and live events.
* Able to show that you have taken pro-active steps towards a career in music, arts or live events.
* Experience of carrying out admin tasks – either in a workplace setting or within your own life.
* Ability to use or learn to use software such as Word, Excel, Zoom and Microsoft Teams
* Able to show that you can manage your time and organise your workload
* Ability to work without supervision