**Mentoring and Business Skills Officer**

**Package**: £26,500-30,500 per annum (dependent on candidate experience) plus a range of industry-leading benefits

**Location**: London - Hybrid working trial in place from early 2022, with a minimum of 2 days in the London office (WC1X 9JS) with flexibility to attend the London office more regularly as the needs of the role dictate.

**Contract type:** Permanent

**Hours:** Full-time, 35hrs per week, Mon-Fri,9am-5pm

**About the role**

Help Musicians is a charity which has been supporting musicians for over 100 years and is needed more than ever right now as musicians try to recover from the impact of the pandemic. In 2022, the charity is seeking to reach many more musicians across the U.K, raising awareness of the breadth of support on offer to professional musicians from all genres of music.

The Musicians Services team are responsible for the administration and delivery of support to musicians, assisting musicians in times of crisis and opportunity.

The Mentoring and Business Skills Officer sits within the Musicians Services department and is responsible for the administration of the charity’s career development support for professional musicians, to empower them to learn, grow and thrive in a fast-changing world.

You will be instrumental in supporting this area of the charity’s development providing operational and administrative support on the charity’s flagship service, Co-Pilot: the Musicians Mentoring Network (‘Co-Pilot’). You will coordinate the day-to-day running of Co-Pilot, facilitating a professional service for musicians through providing timely communication with strong attention to detail, generating accurate reports, assessing applications, and offering warm, empathetic support when engaging with musicians and mentors to maximise their experience. Reporting directly to the Mentoring and Business Skills Manager you will also assist with future business skills programmes.

For full details of the role, including Job Description and Person Specification, please click ‘apply’ and visit our website.

**About you**

With experience coordinating development programmes, ideally within the creative industries, you will be a motivated self-starter, have an excellent eye for detail and have a passion to make a real difference to the lives of musicians.

As a confident coordinator and a strong team player, you will be able to demonstrate **excellent communication skills when engaging with internal and external stakeholders.** You will be adaptable with the ability to learn new systems quickly and work on multiple platforms and databases simultaneously. Importantly, you will be able to work effectively to deadlines whilst maintaining a high standard of professional service to musicians. **Due to the hybrid nature of the role, you must be able to work effectively and productively remotely and be proactive in seeking support if and when required.**

You will be eager to learn and develop your understanding of the career development and business skills landscape in the UK music sector, you will take a keen interest in the needs of musicians and provide insights to support the Mentoring and Business Skills Manager in shaping and evolving career development opportunities for musicians.

This is a fantastic opportunity to join the charity at a time of exceptional growth to help us achieve our ambitions to provide more support and reach more musicians than ever before.

**How do I apply?**

To find out more about the role and to download our application forms and apply, please visit our website.

<insert link to website>

All enquiries and applications should be made to recruitment@helpmusicians.org.uk

T: 020 7239 9100

Deadline for applications: **Wednesday 29th June, 9am**

Interview date: **Week Commencing 11th July**

**About Us**

Help Musicians is a charity that loves music and for over 100 years has been working hard to make a meaningful difference to the lives of musicians across the UK. We want to create a world where musicians thrive.

A musician’s life can be precarious with ups and downs throughout a career. Opportunities must be hard-won, whilst challenges come along all too easily, with unsteady income and physical and mental health concerns common issues to navigate. In addition, training can take many years and, along with investing in instruments and other equipment, puts up financial barriers to creative progression. Help Musicians offers a broad range of help to support music creators in times of crisis and opportunity - ensuring musicians across the UK can achieve their creative potential and sustain a career in music.

Sadly, the impact of the pandemic means the charity is needed more than ever. Since March 2020, we have been able to provide financial hardship support to over 19,000 music creators and increase access to our mental health services by 40%. In 2022, this ongoing need will continue at scale while the music sector recovers and rebuilds.

Love Music: Help Musicians

For full details about the Charity’s history, who we are and to meet our team, [please visit our website](https://www.helpmusicians.org.uk/about-us).