



Sussex Programme Coordinator

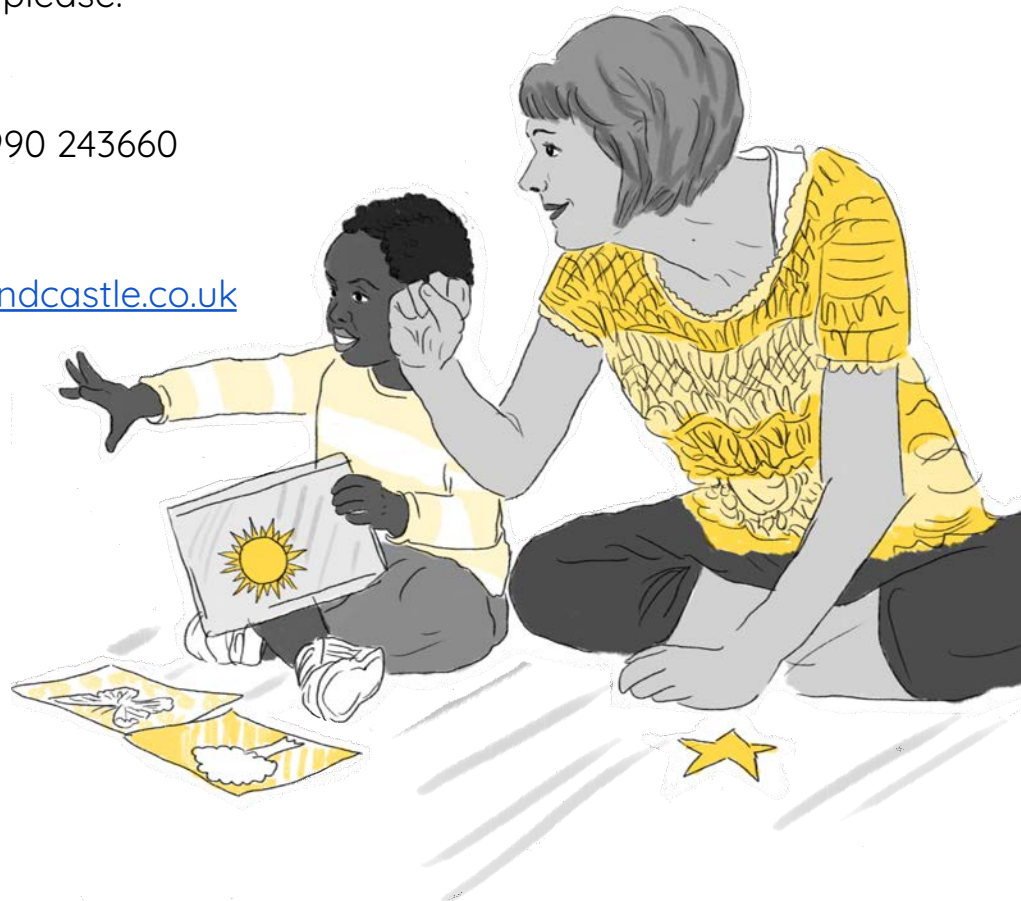
Job Application Pack 2023

If you need this information in a different format, please:

Call Rachael on 07990 243660

or

email recruitment@soundcastle.co.uk





Hello!

We are delighted you are interested in applying for our Sussex Programme Coordinator role. In this recruitment pack, you will find:

- An overview of Soundcastle and the work we do
- A Job Description
- A Person Specification
- How to Apply

The deadline for applications is 5pm on Monday 27th November 2023.

If you have been shortlisted, we will let you know by Friday 1st December.

Interview dates are Thursday 7th/ Friday 8th December.

Soundcastle is an Equal Opportunities employer and is committed to equality and diversity within our workforce and all opportunities. We welcome applications from all members of the community. We make appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently underrepresented in the arts.

If you have any questions about the application process or role further to reading this pack, please do contact us at recruitment@soundcastle.co.uk.

We look forward to receiving your application,

With Best Wishes,

A handwritten signature in black ink, appearing to read 'Rachael Perrin'.

Rachael Perrin, Soundcastle Co-director - Culture & Strategy Lead

On behalf of the Soundcastle team.





About Soundcastle

Soundcastle is an award-winning, women-led charity. We support people facing social inequality to use music to be happier and healthier in their everyday lives. Based in Hastings, we deliver work in Sussex, London and online. We run transformational, long-term music programmes - Musical Beacons and People's Music - which increase confidence, reduce isolation and enhance wellbeing. We place community members at the heart of the creative process, promoting ownership and autonomy. We work within communities, widening access and increasing opportunities for those who are under-served by traditional publicly funded arts and culture. We offer training in Mental Health First Aid and consultancy in inclusive practice and creativity to arts and cultural organisations nationally.

Why be part of Soundcastle's story?

Soundcastle is a small but powerful organisation. Driven by lived-experience of mental health challenges, we advocate for inclusive practice, practitioner wellbeing, co-production and community voice.

We have a reputation as thought-leaders in community arts practice and are present in sector changing conversations about policy, advocacy and evaluation. With a supportive and active network of arts organisations, cultural institutions, freelance practitioners and online followers, we have excellent capacity for impact.

We believe in the positive ripple effect of Soundcastle's work on our wider society and are well-placed to join dots, form connections and enable meaningful change to be initiated and embedded.

www.soundcastle.co.uk

Our Vision

- Soundcastle's culture is a commitment to a distinct way of working to support wellbeing and resilience, which is embedded in the community music sector.
- We are a challenging and nurturing voice in our sector, advocating for reflective practice embedded in grassroots community practice and facilitator development.
- We challenge established sector wide working practices, highlighting the importance of co-design, practitioner wellbeing and responsive creativity.



Our Mission

- We co-create music making programmes in communities that are entirely responsive to the needs of the group. Through this we have developed a facilitation approach where community members are at the heart of creative practice and the focus is on increasing confidence, reducing isolation and enhancing wellbeing.
- We connect community music practitioners, holding safe spaces for professional development, networking and solidarity. Through our training we are constantly questioning, challenging and encouraging this approach to practice.
- We bridge community music sector conversations, promoting practice sharing, collaboration, and reflective practice, whilst challenging approaches that do not support individual wellbeing.

Our Values

- Collaboration - We act in collaboration at all times. From programme co-design to co-production, with our team and with our partners. It is the heart of our approach.
- Autonomy - We support individuals to find their own autonomy through their creative music-making journey. We also celebrate autonomy within Soundcastle; supporting team members to find their own pathways and ensuring all voices are heard and valued.
- Sustainability - Sustainable practice is core to both the programmes and the organisation. Our programmes are co-designed to last as long as they serve a community and always with further support and signposting. We work with local partners to ensure this. Within Soundcastle we are seeking new models of financial sustainability to enable us to continue to innovate and expand.
- Challenge - We believe that challenge is essential in creative practice. It enables people to find their true creative voice and feel safe and heard. We also challenge the community music sector, seeking to raise standards in practice, facilitator wellbeing and programme design.
- Optimism - We do all of the above with the fundamental belief that everyone is doing the absolute best they can for their communities and organisations. We hold all community members, staff, partners and collaborators in positive regard and believe that together we can make positive social change.

About Musical Beacons

Musical Beacons is a programme designed for families facing challenging circumstances, and runs in the heart of communities. The project partners with housing associations, children's centres, health and social care settings. We actively work to remove barriers families may face in accessing musical experiences by finding spaces that support their access needs and taking an inclusive approach to all our music making. Musical Beacons supports family and community connections, enabling leadership skills to flourish in children and encouraging creativity in everyone.



About People's Music

People's Music is a hub of musical activity supporting adults facing mental ill-health, social inequalities, and isolation. Based in Adur, West Sussex, People's Music is a cross sector partnership between Soundcastle, Sussex Recovery College, Going Local Social Prescribing, Shoreham Community Centre and adults with mental ill-health. People's Music consists of 4 music courses which were created in response to community consultations and celebrate unheard voices: Ukulele Crew, Singing for Wellbeing, New Rhythms and the People's Music Collective.



Find out more about what we do here: <https://soundcastle.co.uk/what-we-do/>





Programme Coordinator Job Description for Sussex (November 2023)

Soundcastle seeks to recruit a part-time Project Coordinator for our Sussex programmes - both Musical Beacons (inclusive family music-making programme based in Newhaven/ Eastbourne/ St Leonards and Hastings) and People's Music (music-making for mental health recovery programme based in Shoreham.)

Main Purpose of Role: To manage the week to week running of Musical Beacons and People's Music Sessions across Sussex, and work with the wider Soundcastle team to report to our funders on this work.

Team Members: You will work closely with Soundcastle Co-director, Rachael Perrin, Creative Team Leader, Fernando Machado and the Soundcastle Associate Facilitators working in the sessions. You will also work with our Programmes Coordinator, based in London, the Co-director team and the central Soundcastle office team, based in Hastings.

Salary: £31,200 FTE (Pro rata for 20 hours per week/ 40 weeks per year. Total: £13,800)

Employment Term: This role is offered for an initial period of 12 months, with the potential to extend subject to funding.

Probation Period: Three months, during which either party may terminate the contract with four weeks' notice. Notice period is two months following the successful completion of the probation period.

Working hours: 20 hours per week, across Tuesday/ Wednesday/ Thursday in school term time.

Pension: 4% employer contribution

Annual leave: This is a term time role. Any holiday will need to be in line with school holidays.

Location: Shoreham/ Newhaven/ Eastbourne/ St Leonards/ Hastings.

General Duties and Responsibilities:

- Lead on programme administration, including session scheduling and communication with programme facilitators / venues.
- Support and develop local and regional partnerships.
- Assist with monitoring and evaluation processes, including gathering and collating data, and assisting with the creation of reports and evaluation documents.
- Engage in relevant networking and sector events.

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- Attend delivery sessions as required, managing on site programme logistics and ensuring health and safety requirements are maintained.
- Assist with financial monitoring by maintaining comprehensive records of project expenditure.
- Recruit and support volunteers.
- Assist with the recruitment and support of community members taking part in the programme.
- Assist with marketing and promotion of the programme.

This list of tasks is an overview and, as with all community arts work, subject to change! It will be reviewed from time to time in discussion with the post holder to make sure that your time is being spent in the best possible way for you and the programmes.

Person Specification:

Essential

- Relevant experience managing projects in the community arts sector.
- Excellent organisational and project management skills, including the ability to prioritise effectively.
- A commitment to supporting Soundcastle's vision and mission (see above).
- Enthusiasm for supporting Soundcastle to make the impact of our community practice more visible.
- Sensitivity and ability to communicate with a diverse range of people.
- Experience of gathering and collating quantitative and qualitative evaluation data.
- Collaborative working skills.
- Reliability and self-motivation.
- Report/ evaluation writing experience.
- Flexibility and ability to adapt plans when challenges arise.
- Excellent level of digital literacy - including Microsoft Word/ Microsoft Excel and Google Drive.
- Excellent timekeeping.



Desirable

- Knowledge of the Sussex community arts scene.
- Networking and partnership building skills.
- Experience and understanding of inclusive practice.
- Knowledge of best practice in Safeguarding and Child Protection.
- Experience in creating digital content.

How to Apply

Application deadline: 5pm, Monday 27th November 2023

To apply for this role, please email the following information to recruitment@soundcastle.co.uk:

- A comprehensive CV (maximum 2 A4 pages) including contact details for 2 referees.
- A covering letter outlining your suitability for the position, with specific examples of how your experience matches the person specification above. This should be a maximum of 1 A4 page. It should be sent as an attachment rather than inline email text.
- An Equal Opportunities Form. This information will be anonymised and will not be seen by staff directly involved in the appointment. It will only be used to provide information for monitoring and evaluation purposes. Available here: https://soundcastle.co.uk/wp-content/uploads/2023/05/Equality-and-Diversity-Form-2023_24.docx.

Interview Dates: Thursday 7th/ Friday 8th December.

If you are not available during these dates or have specific availability within these times, please let us know with your application.

Applicants invited to interview will be given the opportunity to specify any access needs. We will endeavour to do all interviews in person but may request to move it online if necessary.

We encourage you to apply as soon as you're able as in the event of a high number of applications we will close the process before the deadline. Please check our website before applying.

We will let you know if you are being offered an interview by Friday 1st December.

References and Disclosure & Barring Service check

Offer of employment will be made subject to satisfactory references and a clear DBS check which will be sought for a successful applicant.



Start Date: We expect to have someone in post from the 9th of January 2024.

Data Protection: Your application and any associated personal information will be stored and processed in accordance with our Data Protection Policy and destroyed after six months. If you are employed by us, the information you supply will be kept securely and will form part of your employment record.

Equal Opportunities Statement: Soundcastle is an Equal Opportunities employer and is committed to equality and diversity within our workforce and all opportunities. We welcome applications from all members of the community regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic. We make appointments based solely on ability to fulfill the duties of the post. We actively welcome applications from individuals with backgrounds currently underrepresented in the arts.

Disability Confident: We are committed to the employment and career development of disabled people. As members of the disability confident scheme, we guarantee to interview a fair and proportionate number of disabled applicants who meet the minimum criteria for the vacancy. Please let us know if you would like your application to be considered under this scheme. If you tell us that you have a disability, we can make reasonable adjustments at interview and, if you join us, to where you work and to your work arrangements. If you require us to make reasonable adjustments at interview, then please let us know what those adjustments will be.



Further Questions:

If you have any questions regarding any aspect of this role or the application process, please:

Call Rachael on 07990 243660

or

email recruitment@soundcastle.co.uk

Find out more at:

www.soundcastle.co.uk

See you on our socials @SoundcastleTeam