

Fairbeats!

Coordinator

Job description and application information



Contents

- 3 Summary of role
- 4 Outcomes of Coordinator role
- 5 About you
- 6 Qualities of our new Coordinator
- 7 Experience
- 8 Employment details
- 9 What you'll get from us
- 10 How to apply
- 11 Timeline
- 12 Breakdown of confirmed work





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Summary of role

The Coordinator will (in partnership with each centre) be responsible for the wellbeing and safeguarding of children and young people during music sessions, and communicate any concerns accordingly. They will play a lead role in relationship building between Fairbeats Music Leaders, participants, the Fairbeats core team and staff and volunteers at our partner organisations. They will also manage music sessions by practically supporting the setting up of equipment and music spaces, and troubleshooting.

Outcomes of Coordinator role

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For the Coordinator	For music leaders
<ul style="list-style-type: none"> • To be part of a small, communicative team and feel supported in all elements of their work. • To be supported to progress and have opportunities for professional development. • To be the public facing ‘on the ground’ person at each of our music activities, and build relationships with the young people, families, music leaders and partners • To deepen experience of working for a small charity working with young refugees and asylum seekers, and to learn more about our partner organisations. 	<ul style="list-style-type: none"> • To be able to focus on music making, without having to think about logistics and equipment. • To have support with behaviour and additional needs of young people To be able to report any safeguarding concerns to. • To receive feedback from the Coordinator about any improvements that could benefit the sessions and the young people. • To participate in debrief sessions with support from the Coordinator’s facilitation. • To know that the Coordinator is working with the partner centre to address any challenges that arise
For young people and families	For the Fairbeats core team
<ul style="list-style-type: none"> • To feel heard, safe, related to and able to trust the Coordinator. • To know that their needs, interests and lives will be recognised by the Coordinator, and have any adaptations made to sessions and projects to support their learning and development. • To be supported to attend sessions at the correct venue and time. • To have their musical progression needs and interests observed by the Coordinator, and have other opportunities signposted to them. • To be provided with food and drink at their music sessions when needed 	<ul style="list-style-type: none"> • To have a regular public facing person on the ground at music sessions who is also part of the core team. • To have the Coordinator contribute to monthly team days and operational meetings to share thoughts for development or concerns. • To keep a good relationship with partner organisations and feedback and issues that may arise. • To have a member of the team at sessions to gather and collate evidence for evaluation purposes

About you

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You will show a strong desire to support music-making with children in challenging circumstances. In particular, have a genuine interest in, and commitment to working with refugees.

You will be confident in overseeing community projects, and dealing proactively with working in a challenging environment.



Qualities of our new Coordinator

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- Passionate about supporting community music activities for young people
- Have a genuine interest in, and commitment to working with refugees
- Experience of (or a willingness to learn to) recognising young people who may need additional support in sessions, and be able to identify and act accordingly regarding any safeguarding or wellbeing concerns (training will be provided)
- Enjoys being public facing and 'on the ground'
- To be ready to work in a busy and full paced environment at partner centres
- Enjoys being around and able to communicate with a range of people (including families many of whom may have English as an additional language)
- Can problem solve and use their own initiative
- Can balance relationships and make decisions that benefit the young people, the music leaders, Fairbeats partners and the music sessions
- Organised, and confident communicating by phone, email, in person and WhatsApp/text messages
- Commitment to anti-racism and taking a decolonial approach
- Commitment to professional development and self-reflective practice
- Willingness to be flexible and responsive to a busy and sometimes challenging environment

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Experience

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Finding someone with the right qualities who shares our values is more important to us than length of experience or qualifications, and we welcome anyone with the qualities mentioned to apply.

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However, as a guideline, we would recommend that you have at least one year's experience of working with young people in a similar capacity, preferably within an arts context or experience of working with refugees, asylum seekers and migrants.

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We are very flexible with this, so if you are unsure please get in touch to have a chat before applying.

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Employment details

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Hours of work

- **Saturdays during term time:** 9am - 1.30pm - £103.50 per session (up to 22 sessions in Spring and Summer terms)
- **Thursdays during term time** (spring term only): 5pm - 6.45pm - £70 per session (up to 15)
- **Holiday activities** (dates tbc): approx 10 days - £161 per day
- **Admin time:** approx 8 days @ £140 per day (flexible home-working)
- **Team days:** 7 days between January and July 2025 - £140 per day (team days take place monthly on a Thursday)

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Locations

Split between centre venues in South London, Lewisham Music (Bellingham) and home based working.

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We are a reflective organisation and are keen that anyone who works with Fairbeats has the support to reflect on their practice and the opportunity to learn and grow. Through the application and interview process, and once in post, we will consider training, development and support needs in collaboration with the role-holder. Potential development includes mentoring with external practitioners, training (e.g. members of the team have recently participated in decolonisation training via Future Learn and one of our music leaders has delivered training in trauma-informed practice for our Future Leaders team), and supervision to support psychological wellbeing and safety at work.

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What you'll get from us

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Fee

The role is offered on a **freelance self-employed basis** with secured work listed in the table at the end of the document and a current fee of around **£7000** with the **possibility of additional work throughout the year**. The contract is **until the end of August 2025** with the aim to extend beyond subject to funding. (Payment is made by invoice on a self-employed basis. The successful applicant is responsible for their own tax and NI contributions). We understand the importance of swift payment for freelancers. Invoices are paid on a fortnightly or monthly basis.

Professional development

- Annual safeguarding training
- First Aid training
- Signposting to additional training opportunities, and financial support to attend where possible
- Possibility of additional Fairbeats work on a flexible basis
- Regular mentoring/supervision with another member of the core team

Mentoring and emotional support

- Weekly check-in, mentoring and support from another member of the core Fairbeats team with the option of sourcing additional emotional support if required
- Support from partner centre staff
- Support available from Fairbeats Mental Health First Aiders

How to apply

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To apply for this role, you can either send:

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- a CV (2 page maximum) and covering letter (2 page maximum) or
- a short video/audio recording of no longer than 5 minutes

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In your application, please include the following:

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1. Outline your previous relevant experience and how it meets the outcomes listed above

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2. Tell us why you are interested in the role and Fairbeats

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3. Tell us how you meet the qualities we are looking for in our new Coordinator

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If you have any questions or would like an informal chat about the role with one of the team, please contact Helen Hendry: helen@fairbeats.co.uk

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Timeline

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Applications should be emailed to Helen Hendry, Programmes and Operations Director helen@fairbeats.co.uk by 9am on Thursday 5th December.

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Closing date: 9am Thursday 5th December 2024

Interviews taking place: Thursday 12th December 2024, in person at Lewisham Music*

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Start date: January 2025

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*As we are a small, part-time team, it is difficult for us to arrange alternative interview dates. Please let us know when you apply if you are unable to attend this date, and we will do our best to accommodate.

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Fairbeats aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of people we work with in our projects. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people to apply from the refugee, asylum seeking and new migrant communities we serve.

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Breakdown of confirmed activity



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Centre/location	Day	Times	Fee	Number of sessions	Total fee
Action For Refugees In Lewisham (AFRIL) Rainbow Club St. Saviour's Primary School, Lewisham	Saturdays during term-time	9.00am - 1.30pm	£103.50 per session	Up to 11 per term	Up to £2277
Love To Learn (L2L) Homework Club Katherine Low Settlement, 108 Battersea High Street	Thursdays during term-time (Autumn and summer term)	5.00 - 6.45pm	£70 per session	Up to 15 across 1 term	Up to £1050
Future Leaders Courses (AFRIL) Locations to be confirmed	Feb/March (2 days) April school holidays (3 days) Summer holidays	tbc	£161 per day	Approx 8 days	Up to £1288
Summer holiday activity across 2 centres	TBC	TBC	£161 per day	2 days	£322
Team days/admin time	Monthly on Thursdays, plus admin days to suit	TBC	£140 per day	c.15 days	£2100

All fees are inclusive of travel expenses.

There may also be the opportunity for additional work subject to successful funding applications which could include:

- Future Leaders - courses at Love 2 Learn
- Additional trips/supporting progression opportunities for young people