

soundabout
make music change lives

Administrator Recruitment Pack 2025



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Welcome

Thank you so much for your interest in the role of Administrator at Soundabout. Soundabout is a small national charity with a 28-year track record of supporting Learning Disabled people of all ages with complex supports needs to thrive through music and sound.

Soundabout is an exciting and dynamic charity that is working hard to build the foundations for future growth, as per our current strategic business plan. Therefore, we are looking for an efficient, organised, and passionate Administrator who can help Soundabout to maintain the high quality and robust processes that enable the charity's work to be delivered.

Equity, diversity, inclusion, and belonging are at the heart of who we are and everything we do. We take our responsibility to challenge and remove barriers within the sector and within Soundabout very seriously. We are working hard to build a team that reflects the diversity of the Soundabout community. We welcome applications from everyone and are particularly seeking applications from people from historically under-represented backgrounds and are committed to making adjustments that would support you in applying for or carrying out the role. After a review of our small staff team demographics, we encourage applications from underrepresented groups, especially those who are Disabled, Asian, or from Mixed or other ethnic backgrounds.

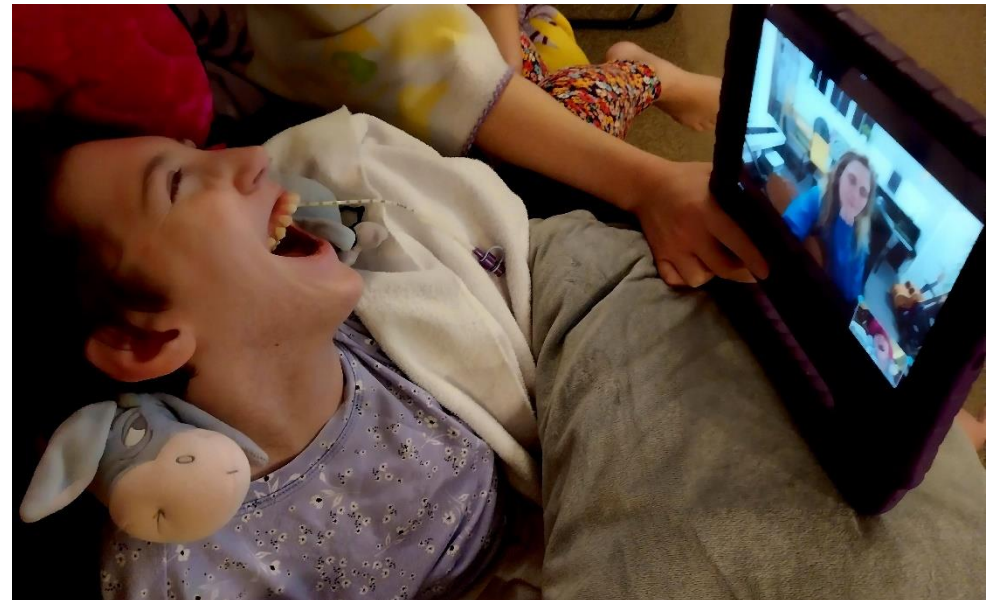
Soundabout is a Disability Confident employer, any applicant that identifies themselves as Disabled and can demonstrate that they meet all the essential criteria for the role will be offered an interview.

Soundabout is committed to safeguarding and promoting the welfare of children, young people, adults at risk, and everyone it comes into contact with. We run rigorous safer recruitment processes for all

employees, including specified interview questions, DBS checks, and the collection of references. Safeguarding training is a mandatory part of the induction process for all employees, and employees are expected to always adhere to our safeguarding policies and procedures.

If you need support to apply or would need support to fulfil the role please get in touch with our Operations Manager, Maryse Degbegni, to discuss your requirements on email

marysedegbegni@soundabout.org.uk or phone 07852 636990.



About Soundabout

Soundabout is a small national charity. Our vision is a world where everyone can access and experience music. We use music, sound, and silence to create opportunities where Learning Disabled children and adults with complex support needs thrive.

Music is a universal language and a tool of expression for those who communicate using means other than words. We offer a wide range of music making and training opportunities, online and in-person around the country, which enhance wellbeing, communication, community, self-expression, and enjoyment.

Soundabout supports around 1,500 participants per year through opportunities that are accessible, inclusive, high quality, interactive, and person-centred, with training for families, carers, professionals, and partner organisations supporting them so they can continue to use these techniques.

We consulted with our community about terminology so now use 'Learning Disabled people with complex support needs' using the Social Model of Disability. Care and Education Sectors may use people with 'Profound and Multiple Learning Disabilities' (PMLD) and 'Severe Learning Disabilities' (SLD).

Our inclusive approach to facilitation uses sound and silence (our definition of music) in a simple way, focusing on what the person can do, not what they cannot do. Our core principle is that all Disabled people have a right to experience the joy brought by interacting with music and be able to use music to help them communicate and connect with the world around them.

Vision, Mission & Values

Our Vision

A world where everyone can access and experience music.

Our Mission

We use music, sound, and silence to create opportunities where Learning Disabled children and adults with complex support needs thrive.

Our Values

Kind: We are kind, friendly, and supportive to everyone.

Person-Centred: We celebrate each person; creating sound and music together.

Inclusive: we work hard to create welcoming and accessible spaces.

Aspirational: We use our energy to learn and aim for the best for everyone, while being curious, fun, and creative.

Our Programmes

Music Making

Soundabout Choirs are a network of hybrid musical communities across the country welcoming Learning Disabled people of all ages/abilities and their local communities, encouraging them to share their voices in ways accessible to them.

Sounds Virtual a variety of regular interactive online music-making sessions which can be accessed live or on demand, wherever and whenever most suitable for families with Disabled children and young Disabled adults.

Sounds Sensory are events that transform community spaces into themed multi-sensory environments so Disabled children and adults can be fully immersed in a theme and use all their senses to engage and explore.

Sounds Wild events are innovative music-making sessions in inspiring outdoor spaces, supporting families and groups to access the health and wellbeing benefits of connecting with nature.

Sounds Together projects are face-to-face community music making sessions for small groups of Learning Disabled people, run by two specialist practitioners working as a team: one leading the music and one leading the interaction.

Training and Resources

Commissioned work through partnerships with Music Education Hubs, Special Schools, and other organisations. This can include music-making sessions, training and development for teachers and support staff to build their skills, knowledge, and confidence to engage all Disabled pupils in music-making.

Ready – To – Go Training Videos are available in a library for those who wish to learn Soundabout techniques for interactive, inclusive music making.

Little Soundabout and Soundabout Life are a collection of free online musical resources for Learning Disabled children and young adults with complex support needs, their families, carers, and those working with them.

Training Membership gives access to a Training Members' Area which has been created to share resources, training, and ideas with music practitioners, teachers and anyone supporting a Learning Disabled person with complex support needs.

Conference Workshops commissions provide Soundabout with the opportunity to share our approach with the wider sector.

Emerging Leaders and Graduate Emerging Leaders an accredited one-year course and follow on placement opportunities supporting Learning Disabled people to develop skills for careers in music / the arts.



Administrator Job Description

Post title: Soundabout Administrator

Contract: Permanent, part-time, 14 hours per week (Flexible working), with core hours on a Tuesday morning. This role may suit those with childcare responsibilities who would prefer to work over four half days.

Responsible to: Operations Manager

Salary: £24,911 per annum pro-rated

Location: Home working, with one Tuesday per month in-person (location rotates across the country with reasonable travel costs reimbursed).

Benefits:

- Flexible working
- Home working
- Pension scheme with an employer contribution of 3%
- Employee Assistance Program (Westfield Health Cash Plan) by monthly subscription paid by Soundabout - employees claim back the costs of health and wellbeing services such as dental, optical, physiotherapy, osteopathy, have access to a 24/7 virtual GP, and shopping discounts.
- 25 days annual leave plus bank holidays (pro-rated for part-time employees)
- Supportive working culture fostering a good work/life balance.
- Enhanced Sick Pay
- Enhanced Maternity Pay

The candidate

We are looking to recruit someone with strong administration skills who is organised, a good communicator, and who is comfortable in prioritising workloads. This role would suit an efficient and diligent systematic thinker, with a solutions-focussed can-do approach, who is confident at using CRM databases, WordPress, Office 365, and who enjoys setting up and refining administrative processes.

The candidate should have previous administration experience (paid or voluntary), and who is hard working, proactive, reliable, and honest. An eye for detail is especially important and you need to be comfortable using your own initiative and be able to motivate yourself in your home-working environment.



The Role

The Administrator will play a vital role in providing administrative and clerical support across Soundabout, ensuring the completion of essential day-to-day business processes that keep this small but ambitious organisation operational.

Key Responsibilities

The candidate will be responsible for administration at Soundabout which includes:

- Ensure that email enquiries are dealt with professionally, promptly, and appropriately.
- Source and maintain Soundabout merchandise stock; update online shop, process, and send orders.
- Maintain and update Soundabout equipment, keeping detailed inventories and organising essential maintenance such as PAT testing.
- Input, update, and maintain essential stakeholder, project, events, and evaluation data using Salesforce (CRM system)
- Schedule, circulate, and collate monitoring and evaluation related surveys using Salesforce and Office 365, providing results for reporting purposes as required.
- Managing project and event sign up processes using Enthuse (digital fundraising and event management system).
- Undertaking administration relating to project and training commissions, partnerships, and memberships. This includes confirmation letters, 121 agreements, partnership agreements, membership renewals, annual fee updates, and contact liaison.
- Supporting colleagues with storage and venue hire administration, including researching and booking venues, checking accessibility, collating, and ordering any refreshments or equipment required.

- Supporting recruitment and human resources administration, including data inputting on Breathe HR (digital HR system), supporting DBS checks and reviews, tracking training requirements, tracking insurance renewals.
- Manage Soundabout zoom accounts including creating and disseminating zoom links and recordings.
- Maintain, organise, and work with colleagues to maximise the use of Soundabout's Office365 systems.
- Supporting administrative tasks across the organisation as required.

General:

- Adhere to all Health and Safety regulations and guidance
- Ensuring that all Safeguarding procedures are met.
- Maintaining confidentiality in accordance with the General Data Protection Regulations (GDPR).
- Participating in training and development activities as required and to assist with training and development of colleagues as appropriate.
- Contributing to the organisation's continuous journey towards best practice within Equity, Diversity, Inclusion and Belonging.



Person specification

Must Have:

- Experience of administration for an organisation either voluntary or paid.
- Excellent administration skills, including organisation, systems management, problem solving and process refinement, and an eye for detail including proof reading skills.
- Excellent IT skills and experience of using Office 365 and willingness and ability to quickly pick up skills in using our other IT systems such as Salesforce, WordPress, Enthuse, Mail Chimp, Zoom.
- A friendly, professional, and able communicator, who feels comfortable liaising with a wide variety of people.
- Experience of using their own initiative and motivation to organise and prioritise workload, while working hard, proactively, efficiently, and diligently.
- Flexibility in your approach to the work, to adapt to what the project needs are within your paid hours.
- Someone who sets themselves a high standard in the quality of their work and who has a willingness to learn from others.
- An ability and willingness to be an excellent champion for Soundabout who is prepared to get involved in our events and campaigns.
- Someone who is honest and trustworthy with a strong commitment to safeguarding, equity, diversity, inclusion, and belonging across all aspects of Soundabout.
- Availability to work on a Tuesday morning (other times are flexible).
- Has a workspace that they can use at home and a reliable internet connection.

- A willingness to travel to monthly team days, and to undertake other in-person tasks where possible and accessible.
- Right to work in the UK

Nice to Have:

- Working knowledge of using Salesforce, WordPress, Enthuse, Mail Chimp, and Zoom.
- Knowledge and/or experience of working with learning Disabled people and their families.

Note: This job description outlines the principal responsibilities and duties of the post holder. It is not meant to be, nor is it, an exhaustive list of specific responsibilities and duties. The post holder will be expected to undertake any other duties which could reasonably be expected as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews, as directed from time to time.





How to Apply

To apply please email the following to recruitment@soundabout.org.uk with the subject header “Administrator”:

1. A **CV** listing relevant experience and full employment history, explaining any gaps (maximum two A4 pages or the application will not be considered)
2. A **supporting statement** which outlines your suitability for the role (maximum two A4 pages or the application will not be considered). Please structure your supporting statement by addressing each of the points listed under the person specification. It would also be acceptable, should you prefer, to apply using a visual presentation, video, or audio recording.
3. **Contact details of two referees** including a former employer that we can contact should we offer you the role. Referees will not be contacted unless we offer you the role.

Please also submit an anonymous **equal opportunities monitoring form**.

All applications will be anonymised before being assessed using a scoring matrix by a shortlisting panel. This is to reduce possible bias / unconscious bias.

Time Frame

Closing date for applications: 10th March 2025 at 9am.

Shortlisted applicants will be contacted by 5pm 14th March 2025.

Interviews will run during the week beginning 17th March 2025 (exact dates to be confirmed with shortlisted candidates).

Expected start date: as soon as notice periods, references, and safeguarding checks allow.

FAQs

Will I need to do a DBS check?

Yes, Soundabout is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff and volunteers to share this commitment. As part of this role, you will be engaging with young children and adults at risk. You will need an Enhanced DBS Check if you are offered the role, and we will help you with this. If there is anything relevant that might show in a DBS check, please notify us of this in advance.

Will I have to attend an interview in person?

No, we will be holding interviews online using a video call service called Zoom. If you would prefer to use a different video call service that may be more accessible or familiar to you, please get in touch to discuss options.

What can you do to make the interview process accessible?

We will do everything we can to support individual access requirements at interviews and within the role. We will always make any reasonable adjustments we can and try to support you with any additional resources you might need.

If you are invited to interview, we will ask if you have any access requirements and will meet those as best as we can. We send out questions a few days before the interviews take place. This is to give you time to consider the questions, carry out any research and give us

your best answer possible. We are happy for you to bring notes or make notes during the interview.

Please contact us if you would like to suggest any other ways that we can help you to give your best in the interview.

Are you a Disability Confident and Living Wage employer?

Yes, Soundabout is a Living Wage and Disability Confident Employer. Any applicant that identifies themselves as Disabled and can demonstrate that they meet all the essential criteria for the role will be offered an interview.

Other questions...

If you have any questions that are not covered here, please get in touch with our Operations Manager, Maryse Degbegni, on email marysedegbegni@soundabout.org.uk or phone 07852 636990.

Thank you again for your interest in the role and Soundabout!

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Company Limited by Guarantee No. 5023067

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