

Young Sounds UK: Furthering Talent Programme Producer (North/South)

Role overview

You will assist the Programme Director in ensuring the successful delivery of the **Young Sounds Furthering Talent (FT)** programme in 10 Hubs in your region (North or South). You will be the first point of contact and support for the team of Connectors in your Hubs, attending Teachers' Forums and Get Togethers where possible and helping with the coordination of data gathering and management. You will help drive the promotion of the Connector role and handle any incoming Connector enquiries via the Young Sounds website, allocating them to the appropriate Connector. You will oversee the mentoring and youth voice offer in each Hub. You will be a champion for Young Sounds' musically inclusive approach throughout the sector and will support the promotion of Young Sounds' CPD and learning resources, especially the Charanga hosted Individual Learning Plan.

Working relationships

Reporting to the Programme Director you will also work closely with the External Evaluator, plus members of the wider Young Sounds team, for example the Digital and Communications Coordinator, and Finance and Operations Director.

Key tasks:

Programme support:

- Support the recruitment and onboarding of new Music Hub partners and Connectors
- Attend termly Teachers' Forums and Get Togethers in your 10 regional partner Hubs.
- Support programme development by representing Young Sounds and advocating for our approach at these events.
- Advise the team of Connectors on any support requirements
- Manage the triage system for incoming Connector enquiries arriving via the Young Sounds website.
- Keep accurate records of meetings and discussions
- Oversee the Mentor offer in your Hubs. This includes ensuring mentor sessions and Young People's Programme Panels are taking place and accurate records are being kept.
- Authorise relevant invoices and deal with any support enquiries.
- Administer the ABRSM voucher process for free examinations.

CPD and learning resources:

- Coordinate the promotion of the Charanga hosted Individual Learning Plan across the sector.
- Be the point of contact for ILP support enquiries.
- Support the ongoing development work to combine Young Sound's learning resources onto a new platform.
- Support the launch and promotion of the new platform across the sector.
- Contribute to the design and delivery of training and presentations to support the promotion of both areas of work.

Communications:

- Work with Connectors to create comms and social media resources to help promote programme successes and supporting the promotion of CPD and training offers.
- Contribute to the promotion strategy the programme to encourage new enquiries for Connector support.

Event organising and management:

- Support the Programme Director in the planning and coordination of the termly Planning and Evaluation meeting, including preparation of papers and taking minutes when required.

Evaluating and reporting:

- Liaise with Young Sounds UK's evaluation team, to help them tell the story of the programme and assist them in communicating with Connectors.
- Assist in the development of reporting and evaluation forms for the programme.
- Support the Connectors to keep accurate data records for the programme that meet the requirements of its key funders e.g. demographic data. These will to be held on Young Sounds Salesforce system
- Support the Connectors to record programme activity on Salesforce including bursary spends, ILP records, mentoring sessions and Get Together details.
- Contribute to statistical and narrative reporting for programme funders and general reporting on all areas of programme activity.
- Attend the termly Planning and Evaluation meeting. Two per year will be online with the third in person for a whole day. Travel, lunch, refreshments and accommodation costs will be covered by Young Sounds.

Other

- Where possible, attend Young Sounds' weekly team call on Monday, 10.00 to 10.30 and an in-person meeting every two months.
- Assist in programme presentations to donors and funders or at conferences
- Write occasional news items for newsletters and/or Young Sounds' own e-news and contribute to other comms outputs.
- Support Young Sounds in the development of any new strands of the programme
- Support the programme's development in any other reasonable ways, as agreed with the Programme Director (any additional hours will be agreed in advance of them being worked).

Person specification

Experience

Essential:

- Experience of working in musical education: with instrumental teachers, young people, parents/carers, schools and music/arts organisations
- Extensive knowledge of musical activity nationally and an ability to develop it further - across genres, professional, community and amateur - with a willingness to research/find out about activities nationally.
- Experience of organising events such as training sessions, workshops, performances and meetings.

Desirable:

- Experience of line management
- Experience of data management systems (ideally Salesforce)
- Experience of delivering training and/or facilitation
- Experience of chairing meetings and minute taking.

Key skills

- Strong organisational skills
- Excellent written and verbal communication skills
- Excellent interpersonal skills: an ability to relate confidently and sensitively to a wide range of people
- Research skills: an ability to research new and inspiring opportunities for young people.

Terms and conditions

Contracts are normally offered on the following basis:

- Hours of work: Equivalent hours of 2.5 days per week x 35 weeks per year
- Hourly rate (contracted freelance by Young Sounds) £40 per hour
- Place of work: Home-based and other locations as required. An ability to travel, often nationally is essential to carry out this role. All reasonable travel expenses can be reclaimed.

- Term: Initially 12 months with the intention to extend upon agreement by both parties