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a safe place to
call home.

Company Limited by Guarantee number 1741926
Charity Number 287779
Registered in England as Single Homeless Project



Single
Homeless
Project

Job title: Music Coordinator

Delegated Authority: Level 5

Team: Achieving Potential

Responsible to: Achieving Potential Project Manager

Responsible for: Volunteers

Job purpose



To provide the development and delivery of sound-based activities within SHP as part of the wider Achieving Potential programme.

The Music Coordinator will be responsible for the development and coordination of new and existing activities, including a music production course, facilitating songwriting workshops, and music sessions aimed at supporting recovery from mental health issues, homelessness, and substance use.

This role will focus on leveraging the therapeutic benefits of music to improve clients' well-being, providing a constructive and meaningful way for clients to spend their time and energy.

The Music Coordinator will manage the curriculum draft and oversee the timetabled offer across all services, reviewing the programme periodically to ensure effective delivery and high participant satisfaction rates. This role includes supervisory elements and requires project management skills. The Music Coordinator will facilitate projects in line with funded programmes, including those detailed with specific ETE (Education, Training & Employment) outcomes, and run sessions to produce work in accordance with the organisational timetable.

Additionally, the Music Coordinator will focus on building a positive and uplifting atmosphere, fostering a sense of community and belonging through music, and enhancing client engagement and participation in other support and ETE programs.

Key accountabilities

Operational Programme Delivery & Development

- Develop, deliver, and promote the Soundhouse programme across SHP and within the local community, in accordance with strategic operating plans.
- Devise timetables, secure spaces, and prepare facilities for sessions.
- Manage the weekly class programme, including timetabled sessions and open studios.
- Monitor and purchase necessary equipment and materials within budgetary constraints.
- Collaborate with the communications team to promote projects and events.
- Develop partnerships with organisations and initiatives focused on sound and music for marginalised groups.
- Plan and manage music-focused events such as live showcase events and other projects as directed by the Achieving Potential Project Manager.
- Evaluate the current music and sound offer to build additional content and activities.
- Implement music workshops, songwriting sessions, and music therapy sessions to help individuals process emotions and improve mental well-being.
- Organise performance opportunities, including small concerts or open mic nights, and collaborative projects to create music together.

Staff & Volunteer Management

- Coordinate the work and projects of freelance staff and volunteers, ensuring effective communication about current projects between the team and the wider organisation.
- Recruit and develop freelance staff and volunteers.
- Oversee the deployment of resources, including staff and volunteers, ensuring they are properly supported and trained.
- Ensure adherence to professional conduct codes and maintain high standards of practice among all team members.
- Develop and deliver training sessions for staff in music and sound skills.
- Manage the production of content for Soundhouse online (web).

Capacity Building

- Support teams in delivering music and sound-focused activities as part of the Achieving Potential Programme.
- Coordinate the work of freelance staff delivering elements of the overall programme.
- Develop connections with London music colleges and universities for further education or employment.

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- Establish a system for borrowing musical instruments and equipment.
 - Support with sessions to teach basic DJing skills and invest in necessary equipment.
 - Provide spaces for clients to enjoy listening to music and arrange trips to concerts, musicals, or music festivals.
 - Pair experienced musicians with participants for mentorship.

Networking, Liaison & Brokering

- Regularly liaise, communicate, and negotiate with internal and external stakeholders to maintain good relationships, maximising client opportunities, resources, and funding.
- Attend relevant networking events to represent the organisation and develop partnerships.
- Provide briefing sessions to share information relevant to the programme, including new projects, timetabled sessions, exhibitions, and social events.
- Broker opportunities for live events, including quarterly new music live shows.
- Promote the Soundhouse Project to key local stakeholders to meet referral targets.
- Work with a videographer to create content and provide guidance on music business practices.

Information Management – Quality & Monitoring

- Develop processes for evaluating the efficacy of each component of the Soundhouse programme.
- Monitor, review, and audit the quality of programme delivery, contributing outcome and other data to relevant managers.
- Use SHP's internal quality systems to ensure high service standards, identifying and implementing programme improvements as needed.
- Work with the Achieving Potential Project Manager to collect and collate data, including attendance and activity records.

Financial Management:

- Participate in setting and monitoring the music component of the Achieving Potential Programme budget, ensuring compliance with SHP's guidelines.
- Maintain all financial records in accordance with internal controls.

Health & Safety:

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- Ensure all music-related activities within the Achieving Potential Programme are delivered in accordance with SHP's Health, Safety, and Safeguarding policies, respecting client and staff safety.
 - Responsible for creating event activity risk assessments, where appropriate, in guidance with SHP guidelines and policies.

Miscellaneous

- SHP is at discretion to amend your responsibilities and, in addition to these, you may be required to perform other duties as may be required for the efficient running of the organisation.
- To create inclusive working environments and cultures to enable colleagues and clients to feel safe and empowered to achieve their full potential.

Technical and professional know-how needed for position



When completing your application, you will be required to address (using examples) some of the points below

Experience and Knowledge

- Experience of teaching music to adults and/ or young people experiencing disadvantage.
- Experience of line managing volunteers and/or staff.
- Knowledge of different musical mediums and software. Such as music production editing software and being able to read music to a high standard.
- Experience of setting up live music events or gigs.
- Experience of facilitating groups to adults and/ or young people.

Skills and Abilities

- To be able to play a variety of musical instruments, or at least one, to a reasonable standard to teach others.
- Good interpersonal skills, considering you will be working with vulnerable adults and young people.
- Ability to use databases and Microsoft office packages to record and edit information.
- Ability to deal with money and basic financial planning and recording for budgeted activities and sessions.
- Ability to stay calm and empathetic when met with potential challenging behaviour from those experiencing homelessness and/ or disadvantage.
- Excellent communication skills, being able to adapt with different communication styles, depending on the client group.
- The ability to plan lessons/ events/ workshops in a clear and appropriate manner.