

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Live Music Coordinator</b>
<b>LOCATION</b>	<b>Scotland</b>
<b>HOURS</b>	<b>25 hours</b>
<b>SALARY</b>	<b>£24,570 pro rata</b>
<b>REPORTING TO</b>	<b>Live Music Development Manager</b>

### **Job Purpose**

- The Live Music Coordinator will arrange live music experiences across the UK, improving the health and wellbeing of children and adults through the healing power of live music.
- The Live Music Coordinator works with our professional musicians to share live music with people who may not otherwise get to experience it, organising programmes with partner organisations, in line with the organisation's strategy and operational plan.
- The Live Music Coordinator supports delivery of the annual programme of live music experiences communicating with hospitals, hospices, care homes and the community. This includes those living with dementia, who have mental health problems, or who are seriously ill.

### **Main Duties and Responsibilities**

- Coordination of the live music programme in line with strategic aims and objectives under guidance from the Live Music Development Managers.
- Support the Fundraising and Communications team as per the reporting timeframes required by providing information on relevant live music
- Inform the Live Music Development Managers of progress and developments in the live music programme.
- Support the Live Music Development Managers to manage and deliver services within the available service delivery budget, including the negotiation and agreement of financial contributions from health and care settings
- Encourage and monitor feedback from healthcare centres, participants and musicians
- Live music administration using the Beacon CRM, including creating and updating records, and sending live music confirmations to musicians and settings, ensuring all details are correctly entered in the system.

- Identify stories and opportunities for press, media and our resources
- Support Safeguarding and Health and Safety compliance for live music sessions.
- Represent the charity to develop and grow relationships, building strong connections with setting staff and musicians
- Contribute to UK-wide activities including funder events and promotional tasks or engagements as required.

### **Quality Assurance and working with Musicians**

- Assessing musician(s) standards and monitoring quality of delivery
- Working with the team to ensure in depth knowledge of musician base
- Supporting the Live Music Development Managers to facilitate Musicians' Engagement and Development activities as required
- Supporting musician recruitment, audition and induction processes

### **General**

- Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information in line with Data Protection laws.
- Act with integrity and maintain the highest professional standards at all times
- Develop positive relationships with stakeholders
- Compliance with Music in Hospital & Care policies
- Commitment to the organisation's aims and values
- Carry out other duties as necessary to meet the needs of the organisation
- Occasional travel and out of hours/weekend work as required

*This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.*

## Person Specification

	Essential	Desirable
<b>Experience</b>	Proven administration experience, ideally delivering a similar provision within health and social care or arts settings	<p>-Awareness of Health and Social care frameworks</p> <p>Understanding of safeguarding when providing services for vulnerable people.</p> <p>Experience of working remotely</p>
<b>Knowledge and Skills</b>	<p>Experience of communicating effectively and professionally by email, phone and in person. Proven administrative skills, including recording information accurately and with attention to detail</p> <p>Experience of working to agreed processes and procedures</p> <p>Able to manage a diverse workload, working to deadlines, and within available resources</p> <p>Ability to deal with information in a confidential manner and respond with sensitivity</p> <p>Good knowledge and understanding of data protection</p> <p>Experience of using Microsoft 365 and database applications</p>	<p>Knowledge of the Arts in Health sector in the UK</p> <p>Awareness of the issues experienced by staff and the people supported within healthcare settings</p> <p>Experience of using a CRM system</p> <p>An understanding of the needs of professional freelance musicians</p>
<b>Personal Attributes</b>	<p>High personal integrity and commitment to providing high quality service delivery</p> <p>Proven ability to form good working relationships both internally and externally with people at all levels</p>	An interest in the benefits of live music for health and wellbeing