

LIVERPOOL PHILHARMONIC

JOB DESCRIPTION

Title:	Learning Projects Coordinator
Responsible to:	Youth Programme Manager
Contract:	Full time, Permanent

Principal Role

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A member of the Youth Company team, facilitating youth ensemble rehearsals, events and activities. Responsible for large groups of children and young people, and taking an active role in talent development. Delivering high-profile events and performances in Liverpool Philharmonic Hall and beyond. This role will involve frequent evening and weekend working. An example working week is provided below for information.

This job is for you if:

- You are passionate about music and are motivated by making a difference in the lives of children and young people.
- You are confident in managing rehearsals/practical activities with children and young people, including logistical set up/pack down, and creating accessible creative spaces for young people to flourish.
- You enjoy working in a fast paced, exciting and creative environment, juggling multiple priorities and projects.
- You can communicate in a compassionate and welcoming way, with a wide range of ages.
- You can respond quickly to changing circumstances, confidently thinking on your feet.
- You can work autonomously and also as part of a wider team, working across multiple venues and locations.
- You are happy working a fixed pattern of unsociable hours (see example week below).

This job isn't for you if:

- You are looking for an average 9-5
- You feel less confident in engaging with children and young people.
- You want to be involved in the musical delivery of activities, rather than the operational and pastoral delivery.



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Responsibilities and duties

Ensure the successful operation of Liverpool Philharmonic's Learning programmes, coordinating Learning projects, rehearsals, events and activities for children, young people, schools, families, adults and communities.

Manage relationships with our participants, partners and stakeholders, acting as the first point of contact for participants, young people, parents/carers, staff, musicians, partners and external agencies on all issues pertaining to the Learning programme.

Working as part of the Learning team to grow the reach, accessibility and diversity of our programmes, with participant voice embedded at the heart. Ensuring Learning programmes continue to reflect the evolving needs of our communities, using effective evaluation methods to demonstrate the impact and outcomes of our programmes.

Project Operations & Administration

- Coordinate ongoing rehearsals and activity, ensuring appropriate levels of staffing, preparing schedules, organising music hire with Library department, ensuring participants' details are effectively and securely stored, regularly updated, and processing fee payments where relevant.
- Book and engage musicians to deliver the Learning programme, ensuring project objectives, outputs and outcomes are communicated, understood and achieved at all times. Administering contracts and processing payments for musicians engaged across the programme.
- Provide pastoral care for participants of all ages, acting as First Aider, Mental Health First Aider, responding to safeguarding incidents and referring as required. Coordinating additional pastoral care for activities as required (such as arranging volunteers, chaperones and meeting conditions of performance licenses).
- Support all participants to engage with projects, particularly those who may have additional support needs, ensuring our programmes are inclusive and relevant to our communities.
- Lead agreed events and concerts including promotion, production of event schedules, staffing, licensing, risk management and safeguarding, working in close partnership with internal departments and with external partners to ensure successful high quality events.
- Coordinate logistics of all programme activities, including set up/pack away of activities and events, equipment movement plans (utilising external transportation partners) and venue set up arrangements. Manual Handling training is provided.
- Coordinate opportunities for participants to engage with top quality international artists through workshops, masterclasses, Q&A sessions, talks and visits.
- Ensure Health & Safety and Safeguarding policies and procedures are implemented through Learning Programmes, and communicated effectively to participants, staff, parents, audiences and partners as appropriate.
- Coordination of project stock control, including instruments, resources and other assets.
- High quality financial administration of activities in line with agreed project budgets.
- Supervise any students and volunteers placed within Learning Programmes.



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Communications and Relationship Management

- Ensure the highest standard in communications and relationship management with all stakeholders: young people, parents/carers, staff, musicians, partners and external agencies.
- Coordinate communication, information and activities with partners (such as schools, Music Services, Music Education Hubs, Specialist Schools, colleges, higher education institutions and national ensembles and organisations).
- Represent the Learning Department at key regular meetings including event, production and artistic planning meetings.
- Keep up to date with arts and education issues both locally and nationally.

Project Evaluation

- Embed evaluation at the heart of programmes, ensuring all project data capture, monitoring, analysis and reporting is completed within agreed evaluation frameworks.
- Develop the inclusion of participants' views in the future direction of Learning Programmes.
- In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon the requirements of Liverpool Philharmonic.

Person Specification

Experience and qualifications:

Essential

- Demonstrable interest in or experience of delivering events and/or activities for children/young people
- Experience of administration and coordination
- Musical knowledge, interest and understanding
- Experience of working within creative projects

Desirable

- Experience of working with children and young people
- Experience of working across a range of musical genres
- Understanding and experience of health and safety management and risk assessment
- Understanding and experience of working within set budgets
- Knowledge and understanding of safeguarding practices

Knowledge, skills and competencies:

Essential

- A good working knowledge of Microsoft Word, Excel, and Outlook
- Excellent communication skills, both written and verbal
- Attention to quality and detail, with a drive to achieve excellence
- Ability to manage competing priorities and deliver results within changing circumstances
- Highly motivated, with ability to work effectively autonomously, and as part of a wider team

- Excellent organisational skills
- Demonstrable and passionate commitment to equality of opportunity, community engagement and cultural diversity
- Ability to work unsocial hours

Desirable

- Ability to read music.

Personal style and behaviour:

Essential

- To be guided by our core values, to 'enhance and transform lives through music' to have enthusiasm and commitment to Liverpool Philharmonic's mission.
- To ensure in every aspect of this role, your work aligns with our values:
 - Passionate about music
 - Ensemble
 - Excellent
 - Welcoming
- Commitment to Diversity, Equality and Inclusion, and shows respect for the views and actions of others.
- Flexible approach to working
- Team player

Please note: This job description reflects the current position. It does not preclude change or development that may be required in the future.

Equal Opportunities Statement

Liverpool Philharmonic transforms lives through music. We champion equity, diversity, inclusion, and belonging throughout our organisation, our activities, and in the artists and music genres we present.

Our team is a dynamic group of people from all walks of life, united in our passion for music. We're committed to ensuring that everyone feels welcome and everyone is able to thrive, regardless of who they are and where they are from. We are committed to developing a more diverse workforce through encouraging applicants with the skills and experience that help us to widen our perspective and better serve the needs of the Liverpool City Region and our communities.

We particularly encourage applications from individuals from disabled, minority ethnic, and working-class communities as these groups are currently underrepresented within the creative industries.

Disclosure and Barring

Due to the specific nature of this post, a Disclosure (which includes 'spent' and 'unspent' convictions as defined by the Rehabilitation of Offenders Act 1974) will be requested in the event of the applicant being offered the position, and final confirmation of the post will be dependent on the information contained in this Disclosure. The Disclosure certificate is only seen by those who need to as part of the recruitment process. The Royal Liverpool Philharmonic complies with the DBS code of practice on the use and storage of disclosure information. We have a written policy on the recruitment of ex-



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offenders, which can be requested from the Society by the applicant at the outset of the recruitment process.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to **Zoë Armfield, Head of Learning**, and we guarantee that this information is only to be seen by those who need it as part of the recruitment process.

Average Working Week

As Learning Projects Coordinator within the Youth Company team, an example working week is provided below.

Monday	Work afternoon/evening to deliver Youth Choir rehearsals
Tuesday	Office-based admin time (afternoon)
Wednesday	Work afternoon/evening to deliver Youth Brass Band rehearsals
Thursday	Office-based admin time (morning/afternoon)
Friday/Saturday	Days off
Sunday	Working morning through to evening to deliver Youth Orchestras rehearsals

Please note this is provided as an example only to support applications; rehearsal days may change in future however this is correct at time of publication.



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