

May 2018

**Birmingham  
Contemporary  
Music Group**



**Learning Co-ordinator (out of school programme & higher education), 2 days a week.**

Thank you for your interest in the Learning Co-ordinator post at BCMG. This letter accompanies the information you will need in order to apply, including the Job Description. You can find details about the range of our work on our website, including company history, staff and Board biographies, the CBSO Centre in Birmingham and its location.

**Application Procedure**

Please send the following to Jakob Grubbström, Learning Coordinator at [jakob@bcmg.org.uk](mailto:jakob@bcmg.org.uk) or BCMG, CBSO Centre, Berkley Street, Birmingham, B1 2LF by the application deadline:

- A letter of application telling us why you would like the job and what you would bring to BCMG as Learning Co-ordinator, with particular reference to relevant experience in your career to date, and how you fit the person specification.
- Your CV and the names and contact details of two referees
- A completed Equal Opportunities monitoring form
- Details of how you heard about the vacancy

The deadline for applications is **Monday 2 July 9am** soon after which we will contact all applicants once shortlisting is complete.

Interviews for shortlisted candidates will take place on **Wednesday 18 July** at CBSO Centre, Birmingham. If this date clashes with planned holidays, please let us know and alternative arrangements may be able to be made.

For an informal discussion, please contact Nancy on 0121 643 0662, or by e-mail at [nancy@bcmg.org.uk](mailto:nancy@bcmg.org.uk)

Yours sincerely

*Nancy Evans*

Nancy Evans  
Director of Learning and Participation

## JOB DESCRIPTION



### BCMG LEARNING CO-ORDINATOR (Out of School Programme & Higher Education)

Reporting to: Director of Learning and Participation

Contract: BCMG Learning Co-ordinator 2 days per week. Fixed term for 12 months with a view to extending.

After 30 July 2018

Salary: £8,000 gross annual salary (2 days per week), pro rata of £20,000

**Role summary:** Project co-ordination of BCMG's learning programme (out-of-school programme and Higher Education)

#### Main purpose of the post:

The Learning Co-ordinator is a key role in the Learning Team of four. The Team consists of the Director of Learning (3 days), Learning Coordinator (schools) (2 days) and a Learning Trainee (2.5 days). The Team is responsible for developing and delivering a year round innovative programme of activity in schools, Higher Education, at our home the CBSO Centre and in other community venues. Most activity takes place in Birmingham and the wider West Midlands area.

The role's main purpose is the day to day management of BCMG's Learning and Participation Programme, in particular, our out-of-school programme and higher education activity. This involves liaising with and coordinating BCMG musicians, workshop leaders, composers and other external partners to ensure the smooth running of projects.

The Learning and Participation Programme is integral to BCMG's mission and its core aim is support young people as composers, performers and active listeners of new music and those who work with them. The programme is known for its innovation, quality and for building long term relationships with other organisations and with young people. We are part of the Birmingham Music Education Partnership.

The successful candidate will be joining a dynamic, ambitious and creative team at BCMG.

## **Main duties and responsibilities:**

### **Project Management**

- Creating project schedules and coordinating all parties
- Booking artists
- Contracting artists, schools and other external partners
- Maintaining communications with artists, schools and other external partners
- Data collection, monitoring and evaluation and supporting reporting to funders
- Updating project budgets

### **Event Management**

- Liaising with venues including CBSO Centre for bookings and technical requirements
- Risk assessments and ensuring Health and Safety requirements are adhered to
- Welcoming public and school parties
- Overseeing coordination of necessary resources and refreshments
- Overseeing registration process of young people
- Overseeing volunteers

### **Website, Marketing and Social Media**

- Coordinating workshop/project publicity with the Marketing Manager
- Writing copy for brochures, programmes, flyers and website
- Working with in-house digital team and Marketing Manager to promote BCMG's Learning activity through social media
- Overseeing inputting and tracking of participant information in databases
- Updating the BCMG Website and uploading resources to the Learning Resource website

### **General**

- Ensuring compliance with and contributing to the updating of BCMG's Safeguarding Policy
- Supporting the development team for funding applications
- Coordinating work experience opportunities
- Deputising for the Director of Learning & Participation at meetings and networking events
- Day-to-day administration to support the Director of Learning & Participation as required
- Overseeing the work of the Learning Trainee/Assistant
- Working with colleagues across the company to promote the work of BCMG and to uphold our principles, vision and values
- Other admin jobs as required

### **General Information about working for BCMG:**

BCMG is committed to offering training and professional development to its staff. BCMG is committed to the principle and practice of equality of opportunity for all its employees and in its recruitment of prospective employees. The Company is pledged not to discriminate on grounds of age, disability, ethnicity, gender, marital status, political affiliation, race, religion or sexual orientation in its employment practice and in the conduct of its work. In line with BCMG's Safeguarding Policy, you will be asked to complete a DBS check.

## Person specification

ESSENTIAL	DESIRABLE
<b>EDUCATION/TRAINING:</b> <ul style="list-style-type: none"> <li>• A music degree or equivalent</li> </ul>	<b>EDUCATION/TRAINING:</b> <ul style="list-style-type: none"> <li>• Arts Award Advisor</li> <li>• First Aid</li> <li>• A full, clean driving licence</li> </ul>
<b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Relevant experience of managing arts education projects or equivalent</li> <li>• Coordinating the monitoring and evaluation of arts projects</li> <li>• Event management</li> <li>• Experience of working with schools</li> <li>• Experience of liaising with external partners</li> <li>• Working with young people</li> </ul>	<b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Managing project budgets</li> <li>• Marketing, websites and social media</li> <li>• Managing other people</li> <li>• Risk Assessments and Health and Safety</li> <li>• Implementing safeguarding policies</li> <li>• Understanding and knowledge of music education sector</li> <li>• Supporting fundraising</li> </ul>
<b>SKILLS &amp; ATTRIBUTES:</b> <ul style="list-style-type: none"> <li>• Excellent planning and time management skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent administrative and organisational skills including using Microsoft Word, Outlook and Excel</li> <li>• Excellent data management skills</li> </ul>	<b>SKILLS &amp; ATTRIBUTES:</b> <ul style="list-style-type: none"> <li>• Experience of ThankQ, or other CRM systems</li> <li>• Ability to manipulate data within a CRM database</li> </ul>
<b>PERSONAL CHARACTERISTICS:</b> <ul style="list-style-type: none"> <li>• Strong interpersonal skills with the ability to communicate effectively on many levels</li> <li>• Ability to work alone and as part of a team and with other departments within</li> <li>• Ability to prioritise and manage deadlines</li> <li>• Ability to work flexibly</li> <li>• An understanding of and empathy for young people</li> <li>• Attention to detail</li> <li>• Ability to work flexibly</li> <li>• Ability to work some evenings and weekends (for which time off in lieu is offered)</li> </ul>	<b>PERSONAL CHARACTERISTICS:</b> <ul style="list-style-type: none"> <li>• An interest in contemporary music</li> </ul>

## DIVERSITY MONITORING FORM

BCMG aims to build an environment that can nourish diversity in all aspects of its delivery. Every individual who comes into contact with the company, whether composer, performer, audience member, project participant, board member or employee brings a unique experience to bear on their relationship with BCMG and its music. With this in mind you are invited to complete and return this form to help BCMG continue to monitor and develop the diversity of its work. The answers you provide will be treated as confidential and not seen by any people shortlisting or interviewing.

Any subsequent use of data will be aggregated and anonymous.

Please leave blank any questions you would prefer not to answer.

**Name** \_\_\_\_\_

**Gender**      Female    ☐                      Male    ☐

**Please indicate your age & birth date below:**

0-19 years	<input type="checkbox"/>	<b>Birth date</b> __/__/----
20-34 years	<input type="checkbox"/>	<b>Birth date</b> __/__/----
35-49 years	<input type="checkbox"/>	<b>Birth date</b> __/__/----
50-64 years	<input type="checkbox"/>	<b>Birth date</b> __/__/----
65+ years	<input type="checkbox"/>	<b>Birth date</b> __/__/----

**Town/city of residence** \_\_\_\_\_ **Postcode** \_\_\_\_\_

<b>Do you consider yourself to be disabled?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Are you registered disabled?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**What is your nationality?** \_\_\_\_\_

**How would you describe your ethnic group?**

Choose one option that best describes your ethnic group or background:

**White**

- ☐ English / Welsh / Scottish / Northern Irish / British
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other White background, please describe \_\_\_\_\_

**Mixed / Multiple ethnic groups**

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed / Multiple ethnic background, please describe \_\_\_\_\_

**Asian / Asian British**

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background, please describe \_\_\_\_\_

**Black / African / Caribbean / Black British**

- ☐ African
- ☐ Caribbean
- ☐ Any other Black / African / Caribbean background, please describe \_\_\_\_\_

**Other ethnic group**

- ☐ Arab
- ☐ Any other ethnic group, please describe \_\_\_\_\_

**Religion or belief**

\_\_\_\_\_ (please specify)                      ☐ No religion or belief