Job Description

Projects Co-ordinator

**Summary of Job**

B Sharp is seeking a Projects Co-ordinator to oversee delivery of specific projects within its high-quality young people’s music programme. You will work as part of a small friendly team to plan, organise and deliver creative projects and programmes across East Devon, West Dorset and Somerset. You will have responsibility for project co-ordination, including arranging workshops and activities, budgeting, fundraising and reporting.

**Background: about B Sharp**

B Sharp is a young people’s music charity, based in Lyme Regis, and working across Dorset, East Devon and South Somerset. Our vision is that young people in the region have access to high quality musical experiences through which they can develop as individuals and as citizens. Young people involved in B Sharp's inspiring music making activities develop musical skills, build confidence and self-esteem and are valued for their contribution to their community.

Founded in 2007, B Sharp has become a vital part of the music, arts and culture, training and workforce offering in the region and are well known for our flagship traineeship programme. We provide a comprehensive and inclusive programme of high-quality music making, training, youth leadership and performance, underpinned by core social values. Activity includes:

* regular groups across the region for young people to make music together, and create their own original tracks, supported by our team of professional music leaders.
* performance opportunities for young people to showcase their original work in safe and supportive environment.
* a progression programme for young people to develop leadership skills and work experience and build a portfolio to support their transition to further education or employment.
* music making with Early Years Settings and Schools—including singing, song-writing and instrumental learning
* music making with Youth Clubs, Mental Health Support Groups and other charities to enable diverse groups of young people to access music making
* family music making activities

B Sharp’s ethos is to encourage and value young people’s ideas, contributions and creativity in all our sessions, so building confidence and self-esteem. We carefully consider pastoral care as well as musical progression, and support young people whatever their level of skill, economic, social or cultural background to participate, and work together.

**Role Outcomes**

* Projects are developed, co-ordinated and delivered successfully, and effectively evaluated
* Relationships with partners and colleagues are positive and effective
* Budgets are managed effectively
* Reporting, record keeping and documentation is thorough

**Detailed Responsibilities**

* Work with the CEO/Artistic Director to create detailed project plans for assigned projects that meet the agreed project aims, targets and outcomes, and can be delivered within budget
* Co-ordinate, deliver and evaluate projects
* Liaise with partners and stakeholders to build positive working relationships that can support B Sharp’s work
* Provide effective financial and administrative management of project funds.
* Ensure regular reports and updates are provided to the CEO/Artistic Director and to the Board as appropriate.
* Attend network events and meetings, always acting as an advocate on behalf of B Sharp.
* Build and maintain an effective working relationship with the CEO/Artistic Director, Administrator, Music Leaders, Pastoral Support workers and young participants.

**Person specification**

Essential skills, qualities and experience:

* Experience of successfully delivering projects or programmes of work
* Demonstrable interest in young people’s cultural and creative activity
* Experience of managing budgets
* Strong organisational and planning skills and good attention to detail
* Efficient time management
* Excellent communication skills – both written and verbal
* Reliable and able to work with autonomy
* Positive, friendly and flexible working approach
* Strong IT skills
* Willingness to work at weekends and in the evenings when necessary
* Own transport to locations across East Devon, West Dorset and Somerset

**Fees and Hours:**

1 year fixed-term contract

Salary £26602 pro rata

Part-time, 15 hours per week (days and times by arrangement)

The role is home-based with regular in-person co-working with other members of the B Sharp team by arrangement

**How to Apply**

If you are interested in working with B Sharp as our Projects Co-ordinator, please email info@bsharp.org.uk the following documents to:

* a CV (maximum 2 sides of A4)
* a covering letter (maximum 2 sides of A4) outlining your interest and suitability for the role

The closing date is Friday 19th April 2024

If you are interested in an informal conversation about the role, or have any questions, you are welcome to contact Ruth Cohen CEO/Artistic Director [ruthcohen@bsharp.org.uk](mailto:ruthcohen@bsharp.org.uk) 07947 334 138