

RHYTHMIX

WEST REGIONAL COORDINATOR

Outline

Location: West of the South East Rhythmix Region (Surrey, West Sussex and SW London). This post is offered on a freelance basis with desk space available in various locations across the region.

Hours: Contract for 48 days (1st October 2010- 31st March 2011) initially. 1st April 2011 onwards funding dependant.

Fee: £5,400 for 48 days (1st October 2010- 31st March 2011)

Reporting to: Programmes Director

Main Purpose of Role

Rhythmix is one of the UK's leading music Charities, delivering a large range of music making opportunities for young people across the South East region. Since 1999, Rhythmix has worked with more than 40,000 young people, enabling their creativity through music and developing their personal and social skills. Working with a team of over 50 professional community musicians, Rhythmix is continually developing innovative and exciting new programmes that challenge young people to express their creativity.

Rhythmix manages and delivers the Youth Music Action Zone for the South East region and the West Regional Coordinator will develop and oversee the delivery of the Rhythmix programme in the West Area (Surrey, West Sussex and SW London area) in line with Rhythmix and Local Authority priorities.

Role and Responsibilities

Project management

- To co-ordinate and develop agreed Rhythmix programme, including participating artists
- To identify project requests from partners, groups and organisations/institutions, making recommendations to the Programmes Director
- To create schedules for each term or project and managing that information for project partners
- To work with Project Assistant and Operational Director to contract tutor delivery team and ensure that processes, procedures and policies are adhered to
- To liaise with Live and Direct Co-ordinator about development programme and have strategic overview of Live and Direct

Relationships, Partnerships and Communication

- To be the first point of contact for local organisations and partners
- To liaise with local music service/local authority services
- To write reports as required for Management Team and others
- To promote good liaison between are young people, parents, schools, colleges and partners and music service partners
- To maintain databases of artists, project requests, partner organisations and key contacts



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Funding

- To identify and develop West area local funding
- To support Programmes Director with development of region-wide funding

Monitoring, Reporting and Evaluation

- To collect and collate final evaluations for all programmes and provide summary reports and relevant feedback

Statutory and Legal Obligations

- To ensure that all aspects of the West Area management and delivery are in compliance with national statutory and legal obligations, including child protection, health and safety, equality and data protection.
- To ensure all Rhythmix Policies is adhered to at all times

Marketing, PR and Branding

- To ensure appropriate marketing is in place for West area activities
- To adhere to funder and partner Marketing, PR and Branding guidelines

Other

- To work with Programmes Director to implement and follow work plan
- To provide admin support to Programmes Director and CEO if necessary
- To carry out such other activities and duties as may reasonably be required

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Person Specification

Attributes	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> • Project Management • Community/ Music/ Arts Education experience • Good basic knowledge of the community music sector • Fundraising and funding bid writing success • Understanding of challenges in communities that face social, cultural, geographical and/or economic deprivation • Partnership building • Negotiating and Influencing skills 	<ul style="list-style-type: none"> • Experience of working with young people • Musical background • Understanding of and/or background in the voluntary sector
Personal Attributes	<ul style="list-style-type: none"> • Strong leadership qualities • Ability to think strategically • Excellent inter-personal skills • Ability to inspire • Team worker • Self-motivation and initiative • Enthusiasm • Well organised • Open and broad minded • Tact and diplomacy 	
Special Knowledge & Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Good presentational skills • Good organisational skills • Good IT skills including Word, Excel and PowerPoint. • Youth music education sector – relevant developments in the sector which impact on youth music managers and practitioners • Government initiatives – awareness and understanding of impact government initiatives within the education, youth, regeneration, social inclusion and cultural sectors • Understanding of Equality and Diversity 	<ul style="list-style-type: none"> • Computer skills in other relevant programmes e.g. database, Sage etc • Knowledge of the South East region and key partners in the music education landscape
Any additional factors	<ul style="list-style-type: none"> • Enhanced CRB clearance • Ability to work on own initiative • Ability to work with partners • Excellent time management skills • Self reliant and self motivated • Full and clean driving licence • Willingness to work flexible hours and travel across the region • Freelance • Commitment to own professional development • Degree or experience to equivalent value 	<ul style="list-style-type: none"> • Project budget management • Professional musical experience and/or qualification