

Project Co-Manager (Under 25) – Job Overview

Part of the Youth Voice Network for the South West Coast Music Hub Alliance

The music hubs that form the South West Coast Music Hub Alliance are looking to recruit a young project-co-manager to work with our project manager to oversee the planning, delivery and evaluation of our Youth Voice Network project. The project aims to make our music hubs more inclusive, by engaging, listening to, and responding to the voices of under-represented young people: helping them shape, and lead, the music-making opportunities available to them.

This role will require strong administrative and project management skills, working alongside the project manager to:

- Manage and oversee the delivery of youth-led music projects in five regions (Southampton, Isle of Wight, Portsmouth, Dorset, and Bournemouth, Christchurch and Poole)
- Design and deliver two virtual, regional, youth voice conferences
- Track and evaluate the project against agreed outcomes and outputs

You do not have to have direct experience of making or learning music, but should be passionate about ensuring children and young people get the support they need to achieve their own musical aspirations and ambitions.

You will need to be under the age of 25 when taking up this post in January 2023.

We welcome, and encourage, applications from individuals who have lived experience of being part of an under-represented group.

This role is a fixed term contract, running from January 2023–December 2024, for up to 80 half days (4 hours), paid at £12 per hour.

The role will include a mixture of remote working, as well as face-to-face events, and location-based working. As the role includes working alongside children and young people, the role is subject to an enhanced DBS check.

This work is kindly supported by Youth Music, using public funding from the National Lottery through Arts Council England.

Please send a CV and covering letter to: music@southampton.gov.uk

Applications should be received no later than 12noon on Monday 9 January 2023.

Interviews will take place on Monday 16 January 2023.

To discuss the roles further, you can contact Matt Brombley, via music@southampton.gov.uk



An alliance of Music Hubs from:
Southampton; Isle of Wight;
Dorset; Portsmouth;
Bournemouth, Christchurch and Poole

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Job Description and Person Specification

Post Title:

Youth Voice Network: Project Co-Manager (Under 25)

Working Hours and Salary:

- 24 month, fixed term contract
- 0.1FTE – up to 80 half days (4 hours)
- Working days and hours to be decided by agreement
- £12 per hour

Accountable to:

Project Manager (South West Coastal Music Hub Alliance)
Hub Management

Contents:

- Job Description:
 - Purpose of job
 - Key accountabilities
- Person specification:
 - Knowledge and experience
 - Key competencies, skills and personal qualities

Notes:

This post is:

- Subject to the terms and conditions of service as prescribed by the post contract
- To be undertaken in accordance with the employers key values, agreed performance standards and the need for political sensitivity and awareness

Scope of role:

The post of Project Co-Manager is responsible for:

- Working individually, as well as alongside colleagues.
- Promoting youth led music provision in schools and other settings.
- Managing youth led music provision in schools, other settings, and online.

Date of Document:

Thursday 17 November 2022



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Youth Voice Engagement Worker: Job Description

1. Purpose of job:
 - 1.1. To oversee, manage and and evaluate youth-led music-making projects.
 - 1.2. To develop the co-manager's skills, knowledge and understanding, through the provided training, mentoring and support.
 - 1.3. To co-develop and manage the delivery of online and other training for the regional music workforce
 - 1.4. To promote the benefits of music, music education, and young people's participation and agency within them
 - 1.5. Project management
 - Maintain accurate and clear project management records, tracking progress towards agreed outcomes and outputs
 - To communicate clearly and effectively with a wide range of stakeholders, including funders
 - To collect and analyse qualitative and quantitative data about the project and use this to evaluate the effectiveness of the project
 - Discharge statutory functions of the organisation.
 - Conduct any other duties which reasonably fall within the purview of the post that may be allocated after consultation with the post-holder.
 - 1.6. Team Work
 - To take responsibility for sharing good practice with others
 - To actively contribute to the development of the organisation through a personal and professional commitment to teamwork.
 - To work collaboratively and effectively with all team members and stakeholders, ensuring effective communication
 - To discharge team responsibilities normally carried out by others if required.
 - 1.7. Hub Governance
 - To share youth voice led approaches with hub leadership and boards
 - To facilitate and support young people to share their views with the hub board
 - To assist hub management and the board in their development, interpretation, implementation, review and evaluation of hub policies.
 - 1.8. Personal and Professional Management
 - Take full responsibility for managing time and work whilst remaining up to date professionally and developing personally.
 - Develop effective personal time management skills, including managing stress.
 - Actively engage in personal and professional development within a framework of needs as agreed with managers.
 - Actively participate in appraisal and performance review.
 - Promote and ensure good behaviour among children and young people participating, safeguarding their health and safety, and ensuring their wellbeing
 - To attend meetings commensurate with the role.
 - 1.9. Key Accountabilities:
 - To be responsible for managing high quality, youth led music-making activities.
 - To be responsible for reporting on assessment of progress and achievement.
 - To work, and communicate, effectively with administration, management and other stakeholders.



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Person Specification

Knowledge and Experience:

- Experience of project management.
- Experience of working across multiple stakeholders.
- Experience of collecting, monitoring and analysing data.
- Experience of working towards agreed outcomes and outputs.
- A passion for championing the voices of children and young people who are underrepresented, disadvantaged or facing challenging life circumstances.
- An ability to quickly learn new skills, develop new knowledge and understanding, and apply this to new tasks and experiences.
- A proven ability to manage and resolve difficult situations.

Key Competences, Skills and Personal Qualities:

- The capacity to manage high quality projects which engage a wide range of stakeholders.
- The ability to value others for their unique perspectives, characteristics and identities.
- Excellent communication and networking skills.
- Evidence of excellent organisational and time management skills.
- Effective planning skills.
- The ability to engage in peer review to address one's own and others' professional development.
- Ability to keep data up to date.
- The ability to identify own professional development needs.
- Ability to work using Google Apps and other media content creation tools

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Notes:

- The post holder is required to provide their own means of transport to visit settings within the region. Whilst living within the hub region is not essential, knowledge of the local area will be of benefit
- When remote working from home is arranged, the post holder may be required to provide their own equipment for doing so, including a good quality internet connection.



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About the South West Coastal Music Hub Alliance

The South West Coastal Music Hub Alliance is formed of:

- Southampton Music Hub – southamptonmusichub.org
- Isle of Wight Music Hub – iowmusichub.org
- Dorset Music Hub – dorsetmusicservice.org.uk
- Portsmouth Music Hub – portsmouthmusichub.org
- Bournemouth, Christchurch and Poole Music Hub (SoundStorm) – soundstorm-music.org.uk

Each music hub represents and serves the children and young people of the unique communities it belongs to. As an alliance of music hubs, we are working together to make music more inclusive and more accessible to all children and young people, whatever their background or circumstances.

About Youth Music

This project is supported by Youth Music, using public funding from the National Lottery through Arts Council England. Youth Music is a national charity investing in music-making projects that support children and young people aged 0-25 to develop personally and socially as well as musically. The charity works particularly with those who don't get to make music because of who they are, where they live, or what they're going through.

Projects funded by Youth Music help to break down barriers at all stages – helping children develop an early love of music, providing diverse role models, introducing young people to a wide variety of potential career paths, and working with the music industry to make its practices more inclusive.

youthmusic.org.uk



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