



## **NYMAZ Coordinator (part-time)**

### **APPLICATION PACK**

Contract: Fixed term until 31 March 2018  
0.8 FTE (4 days per week)

Salary: £18,000 pro rata

Location: York

NYMAZ is a youth music charity, which champions the transformative potential of music for children and young people in North Yorkshire and across rural England. Working with our trusted partners, we deliver high quality music-making activities to those in challenging circumstances, especially those experiencing rural isolation.

We are also committed to strengthening the sector through workforce development, building strategic partnerships and advocating for the benefits of participatory music, and we have become a leading voice across the sector on the issues of rural isolation and digital music education.

As one of thirteen current strategic partners of Youth Music, NYMAZ is delivering targeted music activities and workforce development to create a musically-inclusive England, where every child can access music-making opportunities, regardless of their circumstances. We are also supporting Music Education Hubs nationally to roll out innovative approaches to increasing access to music through digital technology, via the Connect: Resound project.

We are seeking a dynamic and motivated individual, dedicated to young peoples' music-making, who can support the Director and Programme & Networks Manager in coordinating our Youth Music-funded programme of activities during an exciting period of growth for the organisation.

For further info on NYMAZ's activities, see: <http://www.nymaz.org.uk>

Read NYMAZ's Annual Review 2016-17 at: [www.bit.ly/2xmzjKz](http://www.bit.ly/2xmzjKz)

Closing date: **10am, Wednesday 29 November**

Interviews will be held on **Friday 8 December in York**



### **Job Profile: Coordinator**

<b>Post Title:</b>	Coordinator
<b>Contract:</b>	0.8 FTE (4 days a week) Fixed term: 8 January – 31 March 2018, continuation subject to funding confirmation
<b>Salary:</b>	£18,000 per annum pro rata
<b>Location:</b>	York, with travel around North Yorkshire
<b>Responsible to:</b>	NYMAZ Director & NYMAZ Board
<b>Purpose of Job:</b>	To support the delivery of the NYMAZ Youth Music programme for North Yorkshire in line with funding agreements, the NYMAZ Business Plan and under direction of the Director
<b>Closing date:</b>	10am, Wednesday 29 November
<b>Interviews:</b>	Friday 8 December, York

### **Job Description**

The key responsibilities of this role are:

#### **Assisting with the co-ordination of the NYMAZ Youth Music programme for North Yorkshire**

- Assist with the preparation and dissemination of Memoranda/project agreements
- Liaison with partners regarding match funding arrangements and payment plans and the timely provision of all required project information/paperwork
- Attend and observe project workshops

#### **To assist the Programme & Networks Manager in the co-ordination of NYMAZ Networks (Partners Network; Early Years Music Network, SEN/D Music Network):**

- Service and participate in Network Steering Group meetings
- Liaise with Chair re preparation of agendas for meetings
- Book venues for Network CPD events
- Book/liaise with facilitators for Network CPD events
- Manage Network events on the day

- Recruit Network members
- Handle Network enquiries and event bookings via Eventbrite
- Prepare reports as required
- Circulate papers
- Take minutes / notes at meetings
- Assist with delivery of the new NYMAZ Remote Music Learning Network as required with Digital Project Manager

#### **To develop and maintain administrative systems and databases**

- Maintain database of contacts and stakeholder relationships using Insightly software
- Liaise with staff team and Bookkeeper to process and record income, expenditure and purchase orders
- Maintain records & mailing lists of Network members
- Maintain electronic records of project-related paperwork using Dropbox

#### **To contribute to Youth Music reporting to include; financial monitoring and budget updates, statistical feedback and analysis**

- Assist the Programme & Networks Manager with inputting and analysing data on the Substance Views online monitoring and evaluation system
- Assist the Programme & Networks Manager in preparing bi-annual reports to Youth Music for approval by NYMAZ Director

#### **To service NYMAZ Board of Trustee meetings**

- Book venues
- Trustee liaison
- Prepare & circulate papers
- Take minutes

#### **To contribute administrative support to the agreed NYMAZ Marketing Strategy**

- Liaise regularly with NYMAZ Marketing Consultant and other staff members on the delivery of the NYMAZ Marketing Strategy, in particular:
  - Collate and disseminate regular e-bulletins for NYMAZ Networks
  - Promote network training & CPD events
  - Disseminate media releases
  - Maintain and develop content for NYMAZ's website using the CMS
  - Develop and maintain NYMAZ's social media accounts
  - Liaise with designers on print and other marketing materials
  - Produce and disseminate quarterly e-newsletter
  - Co-ordinate photographic, film and audio recording permissions with partners, participants and parents
  - Ensure partners use NYMAZ branding appropriately
  - Distribute hard copy and electronic publicity
- Liaise with Youth Music Communications staff to ensure the Youth Music Network contains up to date information on NYMAZ and its activities / practice-sharing resources.

#### **To oversee delivery of specific NYMAZ projects as requested by the Director**

- Prepare contracts for artists
- Check artists' insurance / DBS disclosure/ risk assessments
- Co-ordinate feedback from participants, parents, artists and partners

- Book venues and liaise with venue staff over H&S, access arrangements

**To be NYMAZ's front line office**

- Deal with phone and email enquiries
- Deal with enquiries from potential partners, youth workers and parents and signpost to other organisations if applicable.
- Order stationery and maintain a smooth-running office environment

**To provide administrative support for the Director as required**

**Any formal offer of employment will be subject to a Disclosure & Barring Service (DBS) application through NYMAZ.**

**NYMAZ  
Person Specification – Coordinator**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications/ Training/ Competences	A good level of education and the ability to prove competence in the relevant areas of work	Educated to degree level or equivalent in an appropriate subject / vocational area
Relevant Experience	<p>Experience of arts project delivery and community or education programming</p> <p>Experience of establishing and maintaining effective administrative systems</p> <p>Ability to work within a multi-agency framework of partners</p> <p>Project monitoring and evaluation experience</p>	<p>Experience of project work within a young people and social exclusion context</p> <p>Experience of maintaining networks of organisations and individuals</p> <p>Experience of monitoring budgets</p> <p>Marketing and PR experience</p>
Knowledge	Evidence of a broad understanding of young peoples' needs and the issues affecting young people	<p>Knowledge of statutory agencies within the youth and education sector</p> <p>Understanding of the arts funding system</p> <p>Broad understanding of national music education policies and issues</p> <p>Understanding of Youth Music's priorities and Outcomes Approach to funding</p> <p>Broad knowledge of diverse musical forms</p> <p>Interest and awareness of the use of digital technologies in music education</p>
Skills	<p>Ability to work independently and with minimum supervision</p> <p>Excellent report writing skills</p>	Experience of using online software such as website content management systems (CMS), Insightly, Basecamp, Eventbrite, Dropbox and social media, and

	<p>Well organised, good analytical, verbal and written communication skills</p> <p>Good interpersonal skills</p> <p>Ability to manage multiple priorities</p> <p>Competent in the use of PC-based technology, Word, Excel, and the use of e-mail</p>	<p>willingness to learn more</p>
<p>Special circumstances</p>	<p>Ability to travel throughout North Yorkshire and beyond</p> <p>Current full driving licence and access to an appropriately insured vehicle</p> <p>Able to undertake out-of-hours and weekend working</p> <p>Commitment to equal opportunities</p>	