



NYMAZ Coordinator (part-time)

APPLICATION PACK

| | |
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| Contract: | 0.6 FTE (3 days per week) Fixed term until 31 March 2021, continuation subject to funding confirmation |
| 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 fourteen strategic partners of Youth Music that form the Alliance for a Musically Inclusive England, NYMAZ is delivering targeted music activities and workforce development to create accessible experiences, 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.

We welcome applications from people of all backgrounds, age groups and cultures. We will provide access support for people with disabilities and be flexible with working hours when feasible. We are an inclusive organisation and can make reasonable adjustments to application processes and interviews on a case-by-case basis. We also provide ongoing support for the individuals we work with, so if you have particular accessibility needs, please do get in touch and let us know.

The post does involve travel throughout North Yorkshire. Whenever possible, we would look at providing accessible methods of transport if required.

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

Read NYMAZ's Annual Review 2017-18 [here](#).

Closing date: 21 June 2019

Interviews will be held during the week commencing 1 July 2019.



Job Profile: Coordinator

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| Post Title: | Coordinator |
| Contract: | 0.6 FTE (3 days a week) Fixed term until 31 March 2021, continuation subject to funding confirmation |
| Salary: | £18,000 per annum pro rata |
| Location: | York, with travel around North Yorkshire |
| Responsible to: | NYMAZ Director & NYMAZ Board |
| Purpose of Job: | 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 |
| Closing date: | 21 June 2019 |
| Interviews: | Week commencing 1 July 2019 |

Job Profile: Coordinator

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 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, website 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
- Maintain and develop content for NYMAZ's website using the CMS

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

- Assist the Manager with inputting and analysing data on the Substance Views online monitoring and evaluation system
- Assist the 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 regarding meeting arrangements
- Prepare & circulate papers under instruction
- Take minutes

To assist delivery of specific NYMAZ projects as requested by the Director

- Assist in preparing contracts for artists
- Assist with checking 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

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

**NYMAZ
Person Specification – Coordinator**

| | ESSENTIAL | BENEFICIAL |
|---|---|---|
| Qualifications/ Training/ Competences | A good level of education and the ability to prove competence in the relevant areas of work | |
| Relevant Experience | <p>Experience of one or more of the following: arts project delivery, community or education programming</p> <p>Experience of establishing and maintaining effective administrative systems</p> <p>Ability to work with multiple 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 liaising with networks of organisations and individuals</p> <p>Understanding of budgets and ability to monitor budgets with assistance</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>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> <p>Well organised, good analytical, verbal and written communication skills</p> | <p>Experience of using online software such as website content management systems (CMS), Insightly, Basecamp, Eventbrite, Dropbox and social media, and willingness to learn more</p> |

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| | <p>Good interpersonal skills</p> <p>Ability to manage multiple priorities</p> <p>Highly IT literate and competent in the use of PC-based technology, Word, Excel, and the use of e-mail</p> | |
| Special circumstances | <p>Ability to travel throughout North Yorkshire and beyond</p> <p>Able to undertake out-of-hours and weekend working</p> <p>Commitment to equal opportunities</p> | |

3. What can you offer us?

Using the job description and person specification as a guide, please outline how your skills and experience meet the criteria for this post.

| 4. Present or most recent employment | | | |
|--|--|--------------------------------------|--|
| <i>Name of organisation:</i> | | | |
| <i>Position held:</i> | | <i>Date appointed:</i> | |
| <i>Notice period required:</i> | | <i>Current or final salary/wage:</i> | |
| <i>Date left and why (if applicable):</i> | | | |
| <i>Briefly outline your duties and responsibilities:</i> | | | |
| | | | |

| 5. Previous appointments / experience of work | | | |
|--|--|---|---------------------------|
| <i>Name & address of organisation</i> | <i>Position held and dates from/to</i> | <i>Main duties & responsibilities</i> | <i>Reason for leaving</i> |
| | | | |
| | | | |
| | | | |

| Previous appointments / experience of work (continued) | | | |
|---|--|---|---------------------------|
| <i>Name & address of organisation</i> | <i>Position held and dates from/to</i> | <i>Main duties & responsibilities</i> | <i>Reason for leaving</i> |
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| <p>6. Education, training and qualifications</p> <p><i>Include details of exams passed, courses attended, school/college/university qualifications and professional qualifications.</i></p> |
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7. What else are you interested in?

eg. leisure activities, hobbies, etc.

8. Equality Act 2010

Do you have any needs that might require NYMAZ to make reasonable adjustments in order for you to undertake this job? Yes / No

If yes, please give details of:

- a) any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job*
- b) any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job*

9. Rehabilitation of Offenders Act 1974 (as amended)

Have you ever been convicted of a criminal offence which under the provision of the above Act is not 'spent'? Yes / No

If yes, please enclose details.

10. Asylum & Immigration and Nationality Act 2006

In order to comply with the Immigration Act 2006 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made.

If you require a work permit in order to work in the UK, please indicate by ticking this box:

11. Referees

Please give the names and addresses of two referees. Both of them should be familiar with your work and have had line managerial responsibility for you. One of them should be your present or most recent employer.

| | | | |
|--|----------|--|----------|
| Name: | | Name: | |
| Address: | | Address: | |
| Email: | | Email: | |
| Tel (daytime): | | Tel (daytime): | |
| Employer and role: | | Employer and role: | |
| Can we contact this person before interview? | Yes / No | Can we contact this person before interview? | Yes / No |

12. Declaration

To the best of my knowledge the information contained in this application is correct. I understand that giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to me dismissal.

Signed

Date

Please return this form with a covering letter, together with a copy of your CV if desired, by 5pm on 21 June 2019.

Sarah McWatt
Director, NYMAZ
sarah@nymaz.org.uk

NYMAZ
Equal Opportunities Recruitment Monitoring

NYMAZ is striving to be an equal opportunities employer. In order to monitor the range of applications we receive, we would be grateful if you could complete this form and return it with your application. The information on this form is confidential and is not used as part of the selection process. It will be separated from your application prior to shortlisting. Please tick as appropriate:

| | | | | | | |
|---------|------|--|--------|--|------------|--|
| Gender: | Male | | Female | | Non-binary | |
|---------|------|--|--------|--|------------|--|

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|----------------|-----------------------------|-------------------|-------------|--|
| Ethnic origin: | African | | Asian | |
| | Caribbean | | Chinese | |
| | White European | | White other | |
| | Mixed race (please specify) | Prefer not to say | | |
| | Other (please specify) | | | |

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|-----------|-------------------|--|---------|--|
| Age band: | 18 – 24 | | 25 – 29 | |
| | 30 – 39 | | 40 – 49 | |
| | 50 – 59 | | 60 + | |
| | Prefer not to say | | | |

| | | | | |
|---------------------------|-------------------|--|------------------------------|-----|
| Do you have a disability? | Yes | | Are you registered disabled? | Yes |
| | No | | | No |
| | Prefer not to say | | | |

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|---------------------|---------------------------|--|-------------------|--|
| Sexual orientation: | Heterosexual | | Other | |
| | Lesbian, Gay and Bisexual | | Prefer not to say | |

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| Where did you see the advertisement or hear about this post? | |
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Please return this form together with your completed job application. Thank you for taking the time to complete this form.