



Fairbeats! Music Relationships Coordinator Job Description and application information

Introduction to the role

Fairbeats! delivers music sessions with young refugees, asylum seekers and new migrants in Lewisham, Kingston, Wandsworth and Southwark, working in partnership with community support centres and supplementary schools.

Our history of delivering music workshops goes back to 2009, but we became constituted as a charity on 10 November 2014. Our output has steadily increased over the years and we have now reached an exciting point in our growth with increased need and demand for our services. Fairbeats has a bright future with significant potential to increase its positive impact on the lives of children, young people and communities.

To support the next phase of growth we are recruiting for a Music Relationships Coordinator. Working an average of 2 days per week, the Coordinator will work across four current projects with scope to increase the role to include additional projects and capacity in future. The Coordinator will work alongside Fairbeats' two Directors (Creative and Development) to ensure the smooth running of the organisation.

Introduction to Fairbeats! Music

Our **mission** is to provide relief and respite to young refugees, asylum seekers, newly arrived migrants and their families through music. In doing so, we aim to be an anchor in a chaotic and challenging world. We offer space and time outside the challenges of everyday existence - a meeting place and a space of refuge, where we can enjoy quality time together. We also carry out and publish research to find out how music-making and other artistic activities can promote more collaborative and supportive communities.

Our **vision** is for a society where young refugees, asylum seekers, newly arrived migrants and their families, are supported to participate in the UK's musical and cultural life to the extent that they wish to do so. We believe this will lead to a more welcoming and tolerant society.

We are an *enabling organisation*: we acknowledge that we are one part of a much larger mission to promote equity, fairness and freedom for all human beings, especially



those who have left their countries of birth and who become refugees, asylum seekers and newly arrived migrants.

Fairbeats activity is divided into three strands:

1. Grassroots

Fairbeats runs inclusive music projects in grassroots community settings with children aged 3-16. The projects provide access to instrumental skills and experience in song-writing and composition. Currently grassroots activity takes place at:

- Action for Refugees in Lewisham, Rainbow Club supplementary school (Saturday school and holiday activities)
- Refugee Action Kingston (holiday clubs)
- Love To Learn homework club at the Katherine Low Settlement in Wandsworth (after school club)
- Refugee Action Kingston (holiday clubs)

2. Progression

All Fairbeats participants are also supported to progress in ways that are relevant and tailored to their needs. This happens through financial, personal and practical support enabling participants to attend music lessons and clubs locally, and opportunities to get involved with arts organisations across London.

Examples of progression partners past and present are: Midi Music, Opera Holland Park, Blackheath Halls, Animate Orchestra

3. Practice sharing and training

Fairbeats is committed to training and workforce development for its own team and beyond. The training programme includes two annual paid traineeships and annual training sessions opened to the public. Fairbeats also works with other organisations to develop their practice around working with refugee, asylum seeker and new migrant communities, offering consultation and training to partners keen to develop a relationship with the communities we have built relationships with.

Key facts:

- We work with around 150 children and their families per year



- Fairbeats sessions are delivered by a team of about 10 leaders, trainees and volunteers
- We are in the process of finalising our business plan for 2019-2021, which includes financial growth to enable work with a greater number of locations, partners and participants

More information and films about our work can be found at www.fairbeats.co.uk.

Job Description

JOB TITLE: Music Relationships Coordinator

SALARY: £22,000 - £27,000 pro rata depending on experience

PENSION: 2% employee contribution, reviewed annually

CONTRACT TYPE: 2-year fixed-term, with the aim of extending

PROBATION PERIOD: 3 months

HOURS: an average of 2 days (14 hours) per week. The role involves a combination of fixed and flexible hours:

- A core of fixed project delivery hours
 - Lewisham: term-time Saturdays, 9am-2pm
 - Wandsworth: term-time Thursdays, 4-7pm (15 weeks per year)
 - Kingston: some holidays and 10 weekly sessions per year (days TBC)
 - Southwark: ten half days during school holidays (days TBC)
- Other delivery hours (eg taking participants on trips) arranged and agreed on an ongoing basis
- Planning and administration time that can be worked flexibly

There are some weeks when the total work will exceed 2 days balanced out by quieter periods when there will be less than 2 days per week.

There is also scope for additional hours to be agreed and reimbursed to coordinate extra projects.

Ideally the successful candidate would be available to start work in July 2019.



EXPENSES: Expenses will be reimbursed in accordance with our expenses policy

ANNUAL LEAVE: 25 days per annum plus public holidays.

LOCATION: The post involves travelling to multiple sites and the post holder will need to be able to work from home.

REPORTING TO: Creative Director.

Key roles and responsibilities

Coordinating Grassroots projects:

On-site management of music workshops at Action for Refugees in Lewisham, Love To Learn, Refugee Action Kingston and Southwark Day Centre for Asylum Seekers:

- Coordinating the music team via email and phone in advance of sessions
- Leading music team briefing and debrief discussions
- Supporting the music leaders in all aspects of project delivery particularly during music sessions, with a focus on behaviour management and pastoral support
- Actively liaising with community partner staff and teaching team to ensure smooth running of the project, and maintaining a positive relationships with community partner centres
- Attending briefings with community partner staff
- Setting up and clearing away music spaces and coordinating Fairbeats equipment
- Planning and leading trips (3 per year for Lewisham, 1 per year for Southwark, 1 per year for Wandsworth)

Coordinating progression opportunities for participants and their families

- Liaising with families and staff to organise progression opportunities, including contacting families by phone/email to remind them about events
- Recruiting participants
- Organising travel and food
- Supporting Creative Director in liaising with partner organisations



- Coordinating progression Support Worker involvement, including preparing relevant paperwork and logging post-activity reports

Organising team training and observations

- Booking venues and speakers
- Liaising with music team about dates, times and session content
- Arranging equipment and catering
- Creating feedback forms and collating feedback data
- Booking observation leader and coordinating feedback

Supporting project evaluation

- Collecting, collating and analysing evaluation data
- Termly evaluation meeting with Directors
- Supporting report writing and keeping evaluation records

Communications

- Regularly using and updating Fairbeats social media
- Coordinating newsletter e-mailings and writing content
- Updating the Fairbeats website as required

Supporting Directors with fundraising

- Supporting Directors with fundraising activity, including writing applications, planning fundraising events and liaising with donors

Finance administration

- Requesting invoices from music team
- Updating financial records and management budgets
- Liaising with Fairbeats' Bookkeeper



Safeguarding

- Coordinating DBS checks and keeping DBS check records
- Organising safeguarding training for the team
- Any other support required by the Lead Safeguarding Officer

Health and Safety

- Completing risk assessments

Any other reasonable duties required by the Directors and Trustees.



Person Specification

The ideal candidate will be able to demonstrate a strong desire to support music-making for all children. In particular, they will have a genuine interest in, and commitment to, working with refugees. They will be confident in overseeing and coordinating education projects, and dealing proactively with working in a challenging, busy environment. The role is largely about building relationships with participants, families, partners and staff, so the ideal candidate will enjoy getting to know people and will place value in creating a warm and supportive environment for Fairbeats sessions.

Required skills and experience

- At least 2 years' experience of working in education, youth or community settings
- Excellent communication and interpersonal skills
- Excellent organisation and administration skills
- Experience of social media and communications platforms

Desirable skills and experience

- Experience of and interest in music and music education
- Experience working with refugees, asylum seekers and migrants
- Experience of Youth Music funded projects and knowledge of the Youth Music outcomes-based approach and framework
- Experience of fundraising
- Experience of delivering Arts Award Discover and Explore

Personal qualities

- Commitment to working with refugees, asylum seekers and migrants
- Ability and desire to act as a positive role model for the children
- Willing to be flexible and responsive to a busy and sometimes challenging environment



- Ability and desire to manage own time, plan deadlines independently and work remotely

Application process

To apply please send a CV and covering letter highlighting relevant experience (with direct reference to the Job Description and Person Specification) and explaining your interest in the role. This should be sent to jenna.fairbeats@gmail.com and reach us no later than **5pm on 15 May 2019**

Shortlisted candidates will be contacted by 21 May with interviews taking place in the week beginning 3 June. Ideally the successful candidate will be able to begin work in July 2019.

Please contact Catherine Carter at fairbeats@gmail.com if you have any questions or would like to arrange a short phone conversation to discuss the role.