

JOB DESCRIPTION



Job Title: Education Programme Coordinator
Salary: Starting salary £18,037 (From Feb 2019)
Contract: Permanent, full-time 37.5 hours per week

About Readipop

Readipop is a music and arts charity which believes in the joy of creativity and community as vital to a fulfilled life. Since 1998 we have developed a strong reputation for inspirational, engaging arts projects that make a positive difference in people's lives. We are passionate about the power of music to communicate and bring people together.

Job Purpose

To coordinate and have an overview and understanding of delivery of the education programme (workshops, projects and events) both on and offsite.

Main Duties and Responsibilities

1. To carry out administration for Readipop programmes, projects and events, ensuring that organisational systems are recorded, filed and up to date - including records for DBS Enhanced Disclosures registration details.
2. Support Readipop's evaluation processes to support quality assurance and ensure we can report data as required by the board, funders and Arts Council.
3. Represent Readipop's community, arts and education programmes at local and strategic forums.
4. Liaise and coordinate with artists, schools, participants, project partners and internal staff to ensure the smooth running of education projects.
5. Manage and operate a database/register system to maintain records and contacts with project participants, project registers, parents, freelancer pool.
6. Support the management or delivery of selected projects as delegated by the directors or project leaders.
7. Support Readipop's financial systems - generating invoices, record cash income and petty cash as per agreed finance systems and as required by Readipop's bookkeeper.
8. Share responsibility for safeguarding of participants whilst at Readipop.
9. Manage monitoring and evaluation of all projects, ensuring that appropriate, comprehensive monitoring and evaluation systems are operated effectively - including attending events and workshops to collect feedback from participants.
10. Coordinate studios, facilities & equipment resources in relation to the delivery of the education programme.
11. Write draft evaluation reports including internal evaluations and for external partners.
12. Support the development of Readipop's membership programme in relation to participation.
13. Attend team meetings and keep/share notes and tasks.
14. Participate in the planning of projects and support fundraising activities including contribution to major funding bids and completing small bids.
15. Deal with general enquiries, general administration and any other duties as required that are commensurate with the general level of responsibility of this post.

PERSON SPECIFICATION

	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> English and Mathematics GCSE or equivalent Educated to post 18 level – diploma, degree or equivalent experience 	<ul style="list-style-type: none"> Degree or equivalent post 18 education in relevant subject
Job Related Experience and skills	<ul style="list-style-type: none"> Excellent administrative skills Excellent communication and customer service skills Experience of working or volunteering in an education or arts management setting Good literacy and numeracy skills Competent with Excel spreadsheets and Word Experience of using a database Awareness of Arts Awards and Arts Mark Awareness of the role of the Arts Council of England Awareness of the role of Music Education Hubs 	<ul style="list-style-type: none"> Experience of co-ordinating projects Experience of managing a budget Experience of working with volunteers Familiar with design/publishing software eg Photoshop Interest in and understanding of one or more types of music
Personal Qualities	<ul style="list-style-type: none"> Ability to work under pressure on own initiative and as part of a team Organised and methodical, with good attention to detail Ability to contribute to good working relationships both within and on behalf of the organisation 	<ul style="list-style-type: none"> A creative thinker and problem solver Adaptable to changing needs, people, partners, IT systems and deadlines
Other	<ul style="list-style-type: none"> Understanding and commitment to equal opportunities and sensitivity to issues concerning working with schools, children, young people and those with disabilities and other vulnerable persons Employment will be subject to obtaining an Enhanced DBS Disclosure Flexibility – some evening and weekend work required Willing to undergo training 	<ul style="list-style-type: none"> Current driving licence and own transport

OUTLINE TERMS AND CONDITIONS OF EMPLOYMENT

Place of work

Readipop
35 Milford Road
Reading
RG1 8LG

Contract, Hours & Salary

- A satisfactory Enhanced DBS Disclosure and evidence of unrestricted rights to work in the UK will be required prior to taking up employment.
- Starting salary £18,037 (From Feb 2019) with a 3 month probationary period then permanent employment.
- This is a full-time post (37.5 hours/week) with core hours between 10am – 4pm. Flexible working patterns and job sharing available.
- Some evening and weekend work required – notified in advance. Additional paid hours required for Readipop Festival weekend.
- Statutory sick pay.
- Statutory parental leave.

Holiday Entitlement

29 days leave per year. Accrued as 1.5 days/month plus annual Summer (5 days) and Christmas – New Year (6+ days) closures.

Pension

Workplace NEST pension available.

Other Benefits

Training provided (Safeguarding, First Aid, Arts Award, Team-Teach etc.).

Notice Period

1 month notice to leave employment.

APPLICATION PROCESS

Please submit your CV, Letter of Application and Recruitment Monitoring Form by 5.30pm on 4th January 2019 to office@readipop.co.uk

Or via post to Amy Hodder, Readipop, 35 Milford Road, Reading, RG1 8LG

Interviews will be held on 16th and 17th January 2019.

Start Date: ASAP