

Job Title: Regional Activities Co-ordinator ref CS 18.12

This is a pivotal role initially within the Bracknell and Wokingham region, administering local musical activities, including within music centre/s, and supporting the musical engagement of children and young people across the region by proactively assisting the work of senior staff in building and sustaining external relationships and participation.

The Business

Maestros is a charitable trust and the lead organisation of the Berkshire Music Education Hub (BMEH). Each week during the academic year, Maestros provides high quality music education for children and young people (CYP) across Berkshire. Nearly 6,000 students receive instrumental and vocal lessons in schools or at one of the numerous music centres located across the county. Maestros also enables students to participate in a variety of orchestras, bands and choirs ranging from beginner to advanced groups and offers a comprehensive range of musical services to all ages, including Early Years and adults. Maestros aims to ensure that a wide variety of musical opportunities is available to children, members of the wider community and music practitioners across the sector.

Some aspects of the hub's provision are externally funded (e.g. through the annual DfE grant), enhanced further by revenue from parents, charitable trusts, commercial sponsorship, fund raising and from support from voluntary and community organisations. Maestros serves the five Unitary Authorities of Reading, West Berkshire, Wokingham, Bracknell Forest and the Royal Borough of Windsor and Maidenhead.

Vision

All children and young people in Berkshire will experience an inspirational, high quality musical education.

Primary Job Purpose

To support the ongoing musical success of the region through:

- the effective organisation and administration of all musical activities within the Bracknell and Wokingham region including music centres
- actively promoting the music centres via a variety of platforms
- being responsible for the efficient day-to-day operation of all premises across the region
- assisting the Business Development and Engagement Manager or Area Senior Leader for the region in the implementation of musical programmes of learning and activities, including lessons, ensembles, workshops, courses and events; broadening access and engagement for all participants and audiences

Maestros primary customers include parents, children, schools, wider community music and Early Years' groups.

Accountable to: CEO, reporting to the Director of Strategic Hub Development

Principal responsibilities and objectives of the role:

1. managing the efficient, timely and accurate administration of all aspects of the region's local music centres, helping to develop and administer additional local music centres as needed/required
2. managing and communicating an accurate schedule of activities and teaching room allocations to staff and customers; ensure accurate administration of databases as per policy
3. organising and overseeing the planning and implementation of local concerts and events, including budget production
4. effectively administering music centre group tours and off-site visits including the preparation of risk assessments
5. overseeing the local collection of instruments liaising with parents and the resources dept as appropriate; managing all instruments held on site
6. utilise social media effectively to inform customers and stakeholders

7. arrange promotional events and supporting materials (e.g. open days), assisting the marketing team and senior staff in developing and sustaining external relationships and proactively supporting recruitment and retention of learners
8. support senior staff in developing the region's income generation
9. liaising regularly with the Parents and Friends Association to ensure their continued support of the music centre/s; maintain excellent relationships with local site management and staff
10. organising regional staff meetings, taking and distributing information and minutes as required
11. manage the local music library in conjunction with the Maestros librarian
12. supporting senior staff with the administration of schools' purchased services
13. support the engagement of pupils, parents, schools and the wider community, proactively developing links with customers and helping to increase recruitment and participation
14. ensuring all Health and Safety procedures relating to the region's centre/s, including fire drills, are understood and followed; understand and comply with child safeguarding issues
15. attend and proactively engage in all Maestros continual professional training as appropriate
16. share and be committed to Berkshire Maestros Core Values, culture and vision
17. undertake any other duties commensurate with the post that may be assigned by the CEO

Key Requirements:

The post-holder must:

1. be flexible and engaging, able to adapt to the demands of a busy working environment which includes interacting positively with members of the public, schools, children, parents and professional colleagues
2. have excellent IT skills with experience in using excel, word and outlook; competent user of social media platforms
3. have excellent communication skills, both written and oral; possess a warm and welcoming telephone manner
4. manage time effectively and efficiently; be able to prioritise and meet deadlines
5. work collaboratively with colleagues, be genuinely committed to community and partnership working and actively engage with the work of the music hub
6. be able to work independently, using initiative
7. have the confidence to be the public face of Maestros when required
8. have a proactive and open minded approach to supporting change across the region, including music centres, in order to respond to the changing needs of the business, children and young people and the local community
9. be discreet and trustworthy with sensitive information
10. be flexible with working hours, including evenings and weekends as appropriate to the demands of the role and the developing business
11. have a background, understanding and/or interest in music
12. hold a current driving licence and have use of a car

This Job Description reflects the current situation and does not preclude change or development that might be required in the future. Other duties may be required in line with the current and/or future needs of the business.

Benefits include:

- Competitive remuneration dependent on skills, experience and qualifications; negotiable salary starting from £18k FTE
- This is a full-time contracted position, working hours to be agreed with the successful candidate. This could be, for example:
 - 42 hours per week, largely term-time, over a 42 week academic year
 - 37.5 hours pw with 20 days holiday (plus bank holidays) across the calendar year (holidays may only be taken during term-time agreement with line manager)
 - Other

It is expected that the post-holder will work Saturday mornings and some weekday evenings when the music centre/s are in operation. Flexibility is key and some work will be required from time to time during the school holidays to support the development of local courses, musical opportunities and activities etc.

- Travel expenses
- Pension
- Appropriate phone/media device/allowance
- Large team of professional and collegiate staff

Berkshire Maestros Core Values

- Ambition and access for every child and young person
- Excellence in practice
- Commitment to our partnerships and community working
- Respect, professionalism and investment in our colleagues
- Effective and evolving communication
- Positive and proactive approach
- Determination to drive continuous improvement and embrace change

Berkshire Maestros is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check. Berkshire Maestros takes the responsibility of child protection very seriously and checks the suitability of staff and volunteers to work with children. Berkshire Maestros is an equal opportunities employer.