**County Programmes Administrator**

**Job Description and Person Specification**

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| **Location:** | Kent Music Head Office, Javelin Way, Ashford, TN24 8FN |
| **Line Manager:** | County Programmes Lead |
| **Working Hours**: | Full time, 37 hours per week, with occasional evening and weekend work (job shares considered) |
| **Contract**: | Permanent |
| **Salary**: | £23,742, pro rata, per annum, plus a workplace pension auto-enrolment contribution from Kent Music of up to 3% of salary. (Subject to meeting minimum requirements) |
| **Annual Leave:** | 22 days per year, increasing to a maximum of 27 days. This entitlement is in addition to statutory bank holidays and three additional days’ leave at Christmas. Entitlements are pro-rata for part-time employees. |

# About Kent Music

Kent Music is a music education charity and the Hub Lead Organisation (HLO) for the Kent & Medway Music Hub. The organisation is driven by a core belief that music changes lives.

We work closely with schools, colleges, cultural organisations, and other partners to ensure that learners of all ages, especially children and young people, across Kent and Medway have access to high-quality music education both in and out of school.

Informed by the National Plan for Music Education, our vision is to enable all children and young people to learn to sing, play an instrument and create music together, and have the opportunity to progress their musical interests and talents, including professionally.

**Our Values**

* **Creativity** – we champion creativity, nurture imagination and spark inspiration
* **Achievement** – we empower people to progress and excel
* **Inclusion** – we open doors, fostering inclusivity and accessibility
* **Awareness** – we recognise the impact of our actions and make ethical and informed choices
* **Joy** – we encourage fun, seeking enjoyment and opportunities for celebration

Kent Music’s current business plan has four central aims:

1. Support schools to create the conditions where music thrives
2. Provide accessible music education pathways for all children and young people
3. Empower children & young people to pursue their musical aspirations
4. Deliver a sustainable business

Sitting across each aim is a commitment to equity, diversity & inclusion, and youth voice.

# About the Role

This role provides administrative support to the county programmes team. This can involve working across all county-wide groups, summer school activities, and half term programmes. This role is integral to the smooth running and development of new and existing county groups and their associated activities.

During summer school activities the County Programmes Administrator will be required to work onsite, and occasional support at other venues may be required.

# Job Description

## Provide efficient and organised administrative support to all county programmes activities including courses, workshops, rehearsals and performances ensuring compliance with Kent Music’s policies on safeguarding, health & safety, GDPR, and child licensing.

## Provide on-the-ground support at county programmes events.

## Be the first point of contact for county programmes enquiries and provide timely communication with parents, carers and students.

## Provide customer service relating to student registration and invoicing for county programmes activities. Work with the Senior Leader, Operations on debt chasing/recovery procedures.

## Support the county programmes lead with the processing of invoices and issuing of contracts for freelance staff and services.

## Support the county programmes lead with recruitment, in coordination with the HR department on all employee recruitment processes for the department.

## Support the county programmes lead and county group managers to encourage participation in out of school activities.

## Work with the county programmes lead to administrate student recruitment activities for out of school provision at both local and county group level.

## Promote county programme activities, including identifying marketing materials and resources needed, and drafting copy.

## Support the county programmes lead to produce effective evaluation methods for activities and projects ensuring the voice of young people is integral to the work delivered.

## Support the county programmes lead in the collection of data for use in analysis of our activities and for external data returns.

## Work with and support the county programmes librarian.

## Provide ad hoc support as reasonably requested by your line manager and other county group managers in support of the county programmes team and activities.

# Person Specification

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and training** |  |
| Level 3 (diploma/A Levels) or above qualification in a relevant subject such as music, creative/visual arts, business or event management |  | ü |
| Safeguarding training |  | ü |
| Health & safety knowledge and training |  | ü |
| **Knowledge, skills, and experience** |  |
| Experience of organising participatory music, arts or education activities or events | ü |  |
| Working knowledge of and interest in music | ü |  |
| Knowledge and skill required to collect and present data | ✓ |  |
| Experience working in a busy administration role. | ✓ |  |
| Excellent organisational skills with ability to manage time, and workload, prioritising tasks effectively. | ✓ |  |
| Good attention to detail. | ✓ |  |
| Excellent verbal and written communication skills. | ✓ |  |
| Ability to relate well to people in a wide range of roles and contexts | ✓ |  |
| Able to be resourceful and proactive when dealing with pressing issues. | ✓ |  |
| Able to use own initiative or work collaboratively as necessary. | ✓ |  |
| Proficient in Microsoft Office applications (especially Outlook, Word, and Excel), and able to learn other platforms as required. | ✓ |  |
| Understanding of current trends in music education and of the context surrounding the work of Kent Music and partner music education organisations |  | ü |
| Understanding of the school system in England and experience of working with schools |  | ü |
| Experience of working with communications teams and contributing to marketing materials |  | ü |
| **Kent Music attributes** |  |
| Able and willing to work flexibly across the organisation | ✓ |  |
| Knowledge and experience of safeguarding and GDPR processes |  | ✓ |
| Commitment to equality, diversity & inclusion, and youth voice | ✓ |  |
| Experience of working in the arts and/or charity sector |  | ✓ |

**Safer Recruitment Statement**

Kent Music is committed to the safeguarding of all its learners and staff. Safeguarding is a priority, with arrangements in place to ensure learners feel and are safe during Kent Music activities.

The learner experience and individual achievement are paramount, and safeguarding initiatives are developed to impact positively upon this. Kent Music ensures safeguarding legislation and guidance are adhered to, and taken into account when developing and revising policies, procedures, and associated arrangements. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise Kent Music’s commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary safety checks.

Kent Music has a ‘Designated Safeguarding Lead’ responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services. Kent Music has appropriate policies and procedures in place to deal effectively with child protection and safeguarding issues, together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities. Kent Music’s trustees, Senior Leadership Team, and the safeguarding working group will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff, and volunteers.

**Diversity and Inclusion Statement**

Kent Music values diversity and particularly welcomes applications from under-represented groups of the community.

To address barriers, we will consider reasonable adjustments and access requirements throughout the application and interview process. Please alert us about anything we can do to make your application and interview process as accessible as possible.

**DECLARATION**

I acknowledge receipt of this Job Description and confirm my agreement to the duties and responsibilities set out herein.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (Employee)