



Music Hub Administrator

Job Description and Person Specification

Location:	Kent Music Head Office, Javelin Way, Ashford, TN24 8FN
Line Manager:	School Support and Development Manager
Working Hours:	Full time, 37 hours per week
Contract:	Permanent
Salary:	£22,050 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.

1 About Kent Music

Kent Music is a music education charity and the lead partner for the Music Hub for Kent. The organisation is driven by a core belief that music changes lives.

It does this through the provision of instrumental & vocal tuition in schools, music groups and centres in local areas, community music programmes, Orchestra ONE and advanced level programmes such as the County Youth Orchestra, Choir, and Wind Orchestra, and the annual Kent Music Summer School.

As the lead partner for the Music Hub, Kent Music works closely with partners and schools to co-ordinate and deliver high quality professional development for all music practitioners across Kent; support schools to develop and embed a culture of the arts; be an innovative leader that facilitates and provides inclusive and accessible music making for all children and young people.

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

The current business plan for the organisation has three central aims:

1. To provide access to instrumental and vocal teaching across Kent.
2. To provide access to a broad range of out-of-school music activities across Kent.
3. To create the conditions where music thrives in schools in Kent.

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

2 About the Role

This role is part of a team of administrators supporting the core functions of Kent Music.

This role will provide the first point of contact for schools in Kent and Medway, providing support and information.

The role will also administer the schools support programme, annual funding programme for schools and annual data collection process for our main funder Arts Council England.

The role will also act as the administrator of the CPD programme including the annual schools conference which takes place in November.

Occasional attendances at events outside of office hours will be required to fully support the delivery of the CPD programme.

In addition to the administrative duties for the hub team, the role will support the communications manager by coordinating social media accounts, newsletter and website updates, ensuring the content is up to date.

3 Job Description

- 3.1 Provide general administration support to the Music Hubs team.
- 3.2 Field enquiries from schools, particularly in relation to programmes funded using the grant from Arts Council England.
- 3.3 Administer the annual schools funded opportunities programme including sending out information to schools, collating applications, recording decisions, sending out funding agreements and liaising with the finance team to ensure that school payments are made at the agreed times.
- 3.4 Provide administrative support for the delivery of the CPD programme including overseeing practical arrangements, liaison with speakers and the venue, setting up and running the bookings process.
- 3.5 Provide support to the communications manager including coordinating, collating content and posting content on the social media, newsletters and website run by the organisation.
- 3.6 Provide ad hoc support where required in the organisation during busy periods, staff absence and annual leave, and as otherwise reasonably requested.
- 3.7 Be included in the group for the front door entry system and be available to answer during work hours, attending to visitors as needed or when the Office Administrator is unavailable.

4 Person Specification

	Essential	Desirable
Qualifications and training		
Level 2 qualifications in maths and English language, or willingness to obtain.	✓	
Knowledge, skills, and experience		
Experience of coordinating and posting on social media accounts	✓	

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.	✓	
Able to be resourceful and proactive when dealing with pressing issues.	✓	
Able to work either self-sufficiently or collaboratively as necessary.	✓	
Experience of providing administration for large events such as conferences		✓
Proficient in Microsoft Office applications (especially Outlook, Word, and Excel), and able to learn other platforms as required.	✓	
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.