



Job Profile

POSITION:	Ensembles, Events & Media Coordinator
DIVISION:	Sutton Music Trust
REPORTS TO:	Senior Instrumental Curriculum Leader
GRADE/PAY:	Band 2 SCP 29 (£31,399.12 1FTE). Term-time-only + 2 weeks (0.866 FTE) Actual £27,191.64
LOCATION:	Wallington, London Borough of Sutton

JOB SUMMARY:

Sutton Music Trust (SMT) strives to help all children and young people across the borough to make, be inspired by, and celebrate the music that they love. Sutton Music Trust (charity number 1209939) is a charity subsidiary of Cognus Limited.

Sutton Music Trust is proud to be committed to hiring a diverse workforce.

MAIN PURPOSE

The post-holder will join an outstanding music service, support the development and delivery of SMT's work, and will be responsible for managing SMT's orchestras, wind bands, and choirs; concerts and events; and developing and implementing the service's communication plan. This work supports the delivery of the strategic aims of the National Plan for Music Education (2022), ensuring that children and young people can benefit from high-quality music education experiences and opportunities.

The successful candidate will coordinate the day-to-day operations of our instrumental ensembles and choirs. They will support the conductors and tutors, deal with inquiries, and assist with invoicing. They will manage applications, student progression between ensembles and ensure that our musical groups maintain a high profile.

The successful candidate will need to be able to commit to evening work during the term time, have a 'can do' attitude and deliver high levels of customer care. They will be highly literate and numerate with IT skills that include a working knowledge of Office 365 and SharePoint systems. Excellent communication and interpersonal skills and a confident phone manner are essential, as is the ability to work with initiative and take on responsibility where appropriate.

With its roots going back to the early 1970s, Sutton Music Trust (formally Sutton Music Service) welcomes over 300 children and young people to its weekly ensembles. Over 800 students are currently engaged with our Vocal & Instrumental Tuition, Ensembles and/or Instrument Hire. Over 3000 primary school-aged pupils are learning an instrument as part of our First Access Whole Class Ensemble Tuition (WCET) programme.

You will effectively identify and address stakeholder needs using excellent relationship and communication skills. You will work closely with the Head of Music Service, Curriculum Leaders, Business Manager, and Business Support Officers to ensure that we meet demand and increase the number of students accessing the service.

JOB SUMMARY

The Ensembles, Events & Media Coordinator role at Sutton Music Trust is pivotal in delivering an accessible and inclusive music activity programme across the Music Service. The role involves:

- a) Overseeing the welfare and engagement of children and young people at rehearsals, concerts, and events, ensuring a focus on safeguarding and well-being.
- b) Managing diverse, accessible, and inclusive musical ensembles, working collaboratively with music tutors, students, volunteers, and stakeholders.
- c) Leading the planning of concerts, large-scale events, and ensemble-related projects, contributing to the development of Music Hub partnerships.
- d) Driving Youth Voice integration, overseeing the Sutton Music Trust Youth Forum, and delivering the Arts Award.

PRINCIPAL ACCOUNTABILITIES:

The Ensembles, Events and Media Coordinator will be responsible for:

- (a) Build and maintain the profile for Sutton Music Trust's ensembles, ensuring visibility among young people and encouraging active participation. Contribute to fundraising efforts, manage public relations for promotional activities, and celebrate the impactful outcomes of the organisation.
- (b) Oversee the efficient functioning of all ensembles, manage a team of music tutors, and collaborate with students, volunteers, and other stakeholders for effective coordination.
- (c) Support the integration of Youth Voice throughout the Music Service, spearhead the strategic development of the Sutton Music Trust Youth Forum, and supervise the delivery of Arts Award initiatives.
- (d) Adhere to, enhance, and uphold standard operating procedures and processes.
- (e) Lead by example in promoting best practices for learning and teaching. Plan musical experiences that showcase progression and high expectations. Select suitable learning materials and resources to enhance existing skills and foster musical development.
- (f) Develop and deliver engaging and inspiring whole-class music curriculums and lessons in schools throughout the borough, with a focus on musical progress.
- (g) Lead the development and execution of the Sutton Music Trust communications plan to market and promote activities and opportunities in alignment with Arts Council England (ACE) guidance. Key responsibilities include:
 - *Managing and updating the Sutton Music Trust website*
 - *Overseeing and maintaining Sutton Music Trust's social media presence*
 - *Coordinating and publishing the regular Music Tutor Bulletin*
 - *Coordinating and publishing the half-termly stakeholder newsletter #MakeMusicWithUs*
 - *Managing communications with other key stakeholders, including Cognus services, the Local Authority, and local charities and organisations.*
- (h) With the Head of Music Service and Music Service Business Manager, prepare and monitor budgets relating to ensembles, concerts, and events to ensure long-term financial sustainability.
- (i) Model a full commitment to diversity, equity, and inclusion across the Music Service and embed this throughout the Music Trust's activities.
- (j) Lead the planning of concerts, large-scale events, and ensemble-related projects, including Music Tours, Holiday activities and other residential.
- (k) Prioritise the safeguarding and well-being of students during rehearsals, concerts, and events to ensure their welfare and engagement.
- (l) Adhere to Sutton Music Trust safeguarding policy and procedures, ensuring due regard for the safeguarding and welfare of children and young people.

- (m) Assist in collecting and monitoring essential data, actively contribute to the annual Arts Council England (ACE) annual survey; oversee information relating to ensembles.
- (n) Managing and cultivating Music Hub partnerships with relevant organisations.
- (o) Attend Music Service team meetings and lead agenda items as required.
- (p) Attend a minimum of one Sutton Music Hub Advisory Committee meeting per academic year and Sutton Music Trust board meetings as needed.
- (q) Performing any additional reasonable duties as directed by the Head of Music Service.
- (r) Understand, adhere to, and promote the Company policies in all areas, including Safeguarding of Children, Data Protection, ICT, Health & Safety, and Equality and Diversity.

USEFUL GUIDANCE AND INFORMATION

- [The power of music to change lives: A National Plan for Music Education](#)
- [Music Education Hubs](#)
- www.suttonmusictrust.org.uk

GENERIC OBJECTIVES

Contribute to the Company's business objectives at the appropriate level by ensuring every child matters and has access to education and learning opportunities, including:

- a. Health and Safety
- b. Safeguarding and protection of children
- c. Equal opportunities and management of diversity
- d. Data protection
- e. Outstanding Customer care

GENERAL

Safer Recruitment: Sutton Music Trust is committed to safeguarding and protecting the children and young people it works with. An offer of employment is subject to safer recruitment practices, which include an enhanced DBS check, two professional references acceptable to Sutton Music Trust, proof of qualifications, proof of right to work in the UK, proof of personal address and employment history covering five years and, fitness to work with children (occupational health assessment). These checks must have been completed prior to the commencement of employment. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

Processing of Data:

1. You ("the employee") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your employment, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
2. You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your employment. This does not affect your statutory rights under the General Data Protection Regulation 2018.

Confidentiality Agreement:

1. During the course of your employment, you will have access to and knowledge of Company confidential information and trade secrets.

2. Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
3. Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during employment or post-employment, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
4. You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure, and action taken can include dismissal without notice.

PERSON SPECIFICATION

This job description and person specification outlines the summary of key accountabilities and is not an exhaustive list of duties. It is subject to periodic review and changes in line with the business needs.

No.	Description	Criteria
a.	Qualifications: <ul style="list-style-type: none"> • Degree-level qualification with a specialism in Music Education and/or Arts Management. 	E, S
b.	Experience: <ul style="list-style-type: none"> • Experience of large-scale youth music ensembles, including choirs, orchestral music, and wind bands. • A demonstrated track record of working with children and young people, coupled with a strong understanding of child protection and safeguarding. • Successful planning and management experience of large-scale concerts, music residencies/music tours, and events, including budgeting. • Instrumental or class music teaching experience showcasing an excellent understanding of effective music education pedagogy and the ability to engage students for high-quality musical outcomes. • Proficient in capturing and editing high-quality digital content for online marketing and promotion. • Familiarity with social media engagement and analytics. • Competent in updating websites using WordPress. 	E, S, I
	Skills and Abilities: <ul style="list-style-type: none"> • Available to work evenings during term time for rehearsals and concerts, the annual summer music tour, with occasional weekends. • Excellent interpersonal skills, demonstrating the ability to communicate positively and effectively with children, young people, parents/carers, colleagues and other stakeholders. • Ability to coordinate a team of music tutors. • A proactive "can-do" attitude when faced with the challenges of developing music-making opportunities for children and young people. • Ability to work both independently with minimal supervision and collaboratively as part of a team. 	E, S, I

	<ul style="list-style-type: none"> Strong prioritisation skills with a commitment to delivering high standards and effective time management, understanding how this impacts colleagues. 	
	<p>Commitment to Policies:</p> <ul style="list-style-type: none"> Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety, and Data Protection Policy at all times. 	E, S, I
	<p>IT Skills:</p> <ul style="list-style-type: none"> Excellent IT skills, particularly in Office 365 and SharePoint systems, with a willingness to learn and use SpeedAdmin. 	E, S, I

KEY:	D	Desirable	I	Evaluated at interview
E	S	Shortlisting criteria	T	Subject to test