



BSO Participate

Youth & Schools Coordinator Community, Health & Wellbeing Coordinator

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1. About BSO and BSO Participate

Championing culture in people's lives

One of the UK's best-loved orchestras, Bournemouth Symphony Orchestra is a professional ensemble that champions the role of culture in people's lives. With residencies in Bournemouth, Bristol, Exeter, Portsmouth and Poole, it is the largest cultural provider in the South West of England, serving one of the biggest regions. Challenging barriers to high-quality music for all, the BSO is committed to improving equality, diversity and inclusion in classical music, in our workforce and leadership.

Beyond the concert hall, the BSO's mission is to inspire and nurture the musical ambitions of people resident across the 10,000 square miles of the South and South West of England. The award-winning BSO Participate programme has captured global attention with a series of pioneering projects that annually reach around 50,000 people of all ages and walks of life:

- We take music into schools and colleges, ensuring young learners have a chance to develop skills, be creative and express-themselves through music.
- Our interactive schools concerts give thousands of young people the chance to experience the extraordinary power of live symphonic music.
- Our Young Associates project provides a career springboard for two talented music leaders under-represented in music.
- BSO Resound, the first professional disabled-led ensemble at the heart of any major symphony orchestra, was acknowledged for its impact by the Royal Philharmonic Society in 2019.
- Our Bristol-based Recovery Orchestra, run in collaboration with Bristol Drugs Project, is changing the lives of people recovering from addiction.
- Our programme of dementia-friendly work includes Cake Concerts, projects in care homes and musical interludes on hospital wards. In November 2017, BSO was recognised as the Alzheimer's Society's Dementia-Friendly Organisation of the Year for its work in support of people living with dementia.

Following the national lockdown in 2020, the BSO was one of the first British ensembles to broadcast its live performances with 65,000 views of its performances in the first six months. Digital innovation has continued in BSO Participate with digital content engaging with schools, care homes and more.

You will be joining the BSO Participate team at an exciting time where we are back engaging with communities in person across the South West. We're looking for someone with the right potential, for roles which are full of opportunity to make a mark as part of a pioneering programme.

The BSO is committed to equal opportunities and values diversity in its workforce.

We welcome applications from all sections of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic, and make appointments purely on ability to fulfil the role. We actively welcome applications from individuals with backgrounds currently underrepresented in the arts.

The BSO is proud to be recognised as a Disability Confident employer, and is committed to making reasonable adjustments in the recruitment process.

2. Job Descriptions

Youth & Schools Coordinator Community, Health & Wellbeing Coordinator

We are recruiting two Coordinators for the BSO Participate team in order to continue to innovate and extend our reach to young people and communities across the South West, a Youth and Schools Coordinator and a Community, Health & Wellbeing Coordinator

Salary:	£22,000
Hours:	Full time, all types of flexible working considered
Reporting to:	BSO Participate Programme Manager (Youth & Schools or Community, Health & Wellbeing), and with a dotted line to the Head of BSO Participate
Other key relationships:	BSO Participate Administrator, BSO Associates, orchestra and freelance musicians, BSO Concerts, Marketing and Development teams, Community, Health & Wellbeing or Schools' partners across the South West, project participants

Employee benefits include:

- Annual leave entitlement of 28 working days including bank holidays, which will increase with one additional day for each year of service up to 30 working days;
- Discretionary quota of leave between Christmas and New Year, usually giving an additional 3 or 4 days leave depending upon where Christmas day falls;
- Personal Pension with an employer contribution (5%) and the option of salary exchange;
- Generous Life Insurance which provides a life cover of 3 times salary;
- Support via the BSO's health and wellbeing programme which includes an Orchestra Doctor, on-site masseuse, on-site yoga and a discount with a local physiotherapist;
- Medical cover from Medicash, a cash plan scheme providing money for a large range of treatments including physiotherapy, sports massages, optical and dental care and private appointments
- Free Will writing service and initial legal consultation covering a number of areas of law;
- Employee discount and cash back scheme on high street brands and companies;
- Complimentary tickets to BSO concerts and theatre/cinema at the Lighthouse when available;
- Free car parking close to the BSO Head Office at Lighthouse, Poole.
- Training opportunities such as mental health awareness, equality, diversity and inclusion training, carbon literacy training and Safeguarding and Health and Safety.

- Personal goal setting and development opportunities through a personalised learning & development plan and performance review. Mentoring in project management and skills development, and access to networking opportunities at sector events and conferences.
- Opportunity to be part of the Diversity Champions or BSO Green Team to drive forward our commitment to Equality, Diversity and Inclusion and the Environment, or a Mental Health First Aider.

2a. Community, Health & Wellbeing Coordinator

Role summary:

Leading on the coordination of BSO's Community, Health & Wellbeing Programme, the Coordinator will work closely with the Programme Manager to deliver and evaluate a dynamic and innovative series of projects. The role will also support BSO's ensembles including the ground-breaking disabled-led ensemble BSO Resound, and other large-scale BSO Participate projects and events as part of the wider team.

The Coordinator will work closely with BSO Resound, and with participants of all ages and in a range of different circumstances, including families, people experiencing mental health challenges, and those recovering from addiction, older people and people living with dementia, and amateur music-makers of all ages.

Main Responsibilities:

- Lead on the coordination of all Community, Health & Wellbeing projects including; dementia-friendly concerts, BSO Family Orchestras, Recovery Orchestra, Feel Good Friday Band projects; Rusty and not-so-Rusty music-making days; and BSO Voices Community Choir.
- Project manage events, and liaise with team to ensure sufficient staffing
- Support the Programme Manager on the strategic planning, scheduling and coordination of future Community and Health & Wellbeing projects.
- Work with the Head of Participate on the coordination of BSO Resound, including liaising with and supporting musicians, scheduling rehearsals, coordinating payments, managing briefings and schedules.

2b. Youth and Schools Coordinator

Role summary

Leading on the organisation of BSO's Schools' Concerts, and supporting other Youth and Rising Talent projects, the Youth and Schools Coordinator will inspire creativity, music making and cultural pathways in schools across the South West. Working with the Programme Manager the role will coordinate workshops in and out of schools, create pre-concert events for children and young people, lead on BSO work experience and careers events, and work with BSO's in-house digital team to deliver digital activity to make our work accessible to all children & young people.

The Coordinator will work closely with mainstream and SEND schools, music hubs and early years' settings and other community partners, and with children and young people aged from 0-25 and their parents all across the South West region.

Main Responsibilities:

- Lead on the coordination and manage the logistics of Schools' Concerts which includes Explore the Orchestra KS2 interactive symphonic concerts, GCSE and A-Level Set Works LIVE! Concerts, and an annual SEND schools tour.
- Project manage events, and liaise with team to ensure sufficient staffing
- Coordinate schools & curriculum activities and resources to support work with young people including Set Works LIVE!, teacher training and creative careers workshops in schools.
- Coordinate and project manage rehearsals and one to one lessons for Bournemouth's National Open Youth Orchestra centre
- Design and deliver pre-concert events for children and young people and lead on BSO Work Experience and internship programmes.
- Support the BSO Participate Programme Manager on the delivery of other Youth & Schools and Rising Talent projects, including early years projects, and act as a lead contact for schools and early years centres.

Both Coordinators will also undertake:

Advocacy, Administration & Evaluation:

- Monitor and evaluate events and projects in their programme, including data management with participants, artists, and audiences.
- Collate evaluation and circulate data to key stakeholders, and identify learnings, case studies and stories from the Programme
- Together with their Programme Manager and Administrator, present findings to the department and beyond

- Work with BSO marketing/communications to publicise BSO Participate events, and feature projects in internal and external communications, including on the website
- Create events, managing records and log information to ensure accurate record keeping on Spektrix, the Participate diary, OPAS, fee sheets and attendance records
- Work with the Programme Manager to keep all relevant partners and stakeholders informed about particular projects and wider work of BSO Participate
- Assist with BSO Participate programme enquiries through phone, email and in person

General:

- Support the development and delivery of digital programmes where necessary to increase the reach and impact of BSO Participate.
- Support the BSO team in all aspects of the programme, assisting with larger projects and events where required, including residency programmes across the South West, and BSO On Your Doorsteps concerts, family and relaxed performances.
- Be an advocate for the work of the company and department internally and externally.
- Carry out other duties as required.

3. Person Specification

Experience

Experience and knowledge of creative/performing arts	Essential
Experience organising, planning and delivering project-based work	Essential
Experience working with schools or communities	Desirable
Experience of customer care and managing events	Essential
Awareness of safeguarding	Desirable
Experience supporting people in a range of circumstances	Desirable

Skills

Excellent standard of literacy and numeracy	Essential
Excellent verbal communication skills	Essential
Excellent organisational skills	Essential
Excellent computer skills (Excel, Word, email)	Essential
Full driving licence	Essential

Personal Attributes

Enthusiasm for communities/health & wellbeing or education and creative career pathways	Essential
Great with people, sensitive and inclusive	Essential
Interest in music	Essential
Great team player	Essential
Highly motivated and proactive	Essential
Able to multi-task and prioritise to hit deadlines	Essential
High level of attention to detail	Essential

General:

Availability and willingness to work evenings/ weekends when required
Current clean UK drivers licence

4. How to Apply

Please visit <https://bsolive.com/jobs/> and complete the online application form referencing the Job Description and how you meet the Person Specification. Please send the completed application form to nwright@bsorchestra.co.uk along with a cover letter and CV.

Deadline for applications: Monday 3 October 12pm, 2022.

Interviews to be held in Poole or online week beginning 10 October 2022.

If you would like more information or for a confidential chat about any aspect of the job before applying, please contact Jess Craig at jcraig@bsorchestra.co.uk. If you require any of the application documents in a different format or need support with the application process, please also get in touch.

The BSO is committed to safeguarding through safer recruitment. All our roles require the successful candidate to complete a Disclosure and Barring Check, the receipt of satisfactory references and be eligible to work in the UK.