



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Lincolnshire One Venues EVOLVE Project Coordinator			
<b>DEPARTMENT</b>	College of Arts			
<b>LOCATION</b>	Brayford Pool, Lincoln			
<b>JOB NUMBER</b>	COA262	<b>GRADE</b>	5	<b>DATE</b> November 2021
<b>REPORTS TO</b>	Projects Manager			

### CONTEXT

Lincolnshire One Venues (LOV) is a network of eight visual and performing arts centres, established to create a more coherent arts offer across a large and predominately rural county.

A successful funding bid to the National Foundation for Youth Music means we are seeking a Project Coordinator to join the LOV team to deliver and coordinate EVOLVE, our music programme for schools.

The Project Coordinator will support the development of a team of Emerging Music Leaders across the life of the programme and will work closely with local schools and venues, so must be good at building relationships with a range of stakeholders. The EVOLVE program has been running for over three years to date, and the next two years offer significant scope for development.

The selected applicant will have enthusiasm, experience and commitment to work with a wide variety of young people, artists and venues, with a good working knowledge of up to date music making practices. Co-creation and participant-led creativity is central to our model of working and so we are particularly interested to hear from people with experience in developing and leading on projects created with, by and for young people both in venues and community settings. You will understand the delicate balance needed to support youth-led activity and will have the drive to mentor and support emerging artists.

**Due to the rural and widespread nature of the work to be undertaken, driving and access to a vehicle are essential. Travel costs are, of course, refunded.**

### JOB PURPOSE

To work with Lincolnshire One Venues to coordinate and deliver LOV's EVOLVE Music programme for schools. EVOLVE focuses on three areas of development:

- Providing opportunities for Primary and Secondary students (including SEND settings) to produce their own Live Music Events
- Building links between schools and venues across the county
- Supporting early career creatives to deliver this work and building other opportunities to enhance their experience and employability

This is a full-time post, initially for two years but with the possibility of extension depending on future funding. In return for the skills and experience that you bring to the post you'll be central

to an exciting project, providing ground-breaking opportunities for young people to flex their creative muscles. We provide our staff with a comprehensive benefit package which includes 30 days of annual leave (with additional University closure days and bank holidays), a generous pension scheme, local and national discounts, green travel initiatives, and a variety of development opportunities.

## KEY RESPONSIBILITIES

### Key Responsibilities

- Develop and deliver the EVOLVE programme across our eight venues in collaboration with local schools, partner organisations and Emerging Music Leaders
- Develop relationships with schools and encourage them to sign up to and complete the programme of activity
- Support the recruitment of Emerging Music Leaders, and then:
  - Mentor and train them in collaboration with the LOV Projects Manager
  - Support them as they deliver each ten-week Live Music Event programme in primary, secondary and SEND schools
- Develop and deliver CPD / training sessions for teachers and Emerging Music Leaders around facilitation, evaluation and recognising and delivering best practice
- Work with schools and venues to provide development opportunities, such as artist led workshops, technical support and marketing advice
- Deliver Explore, Discover, Bronze or Silver Arts Awards alongside the Emerging Music Leaders
- Have an understanding of the Artsmark schools programme, supported by our relationship with The Mighty Creatives
- Support young people to develop their skills as musicians, programmers and producers and lead on all aspects of the Live Music Events, including booking venues, arranging transport, hiring equipment and inviting audiences
- Facilitate the relationships between venues, schools and artists to ensure the smooth running of the EVOLVE programme
- Help maintain and promote the online presence of EVOLVE through the LOV website, local press & social media
- Build relationships between EVOLVE partners and external agencies, locally, regionally and nationally to develop short and long-term partnerships
- To work with the LOV Project Manager to evaluate EVOLVE in line with the reporting targets set out by Youth Music
- To research and reflect the needs of young people at all times in line with Youth Music's Quality Framework and the targets set out in the project application
- Work to agreed budgets and deadlines
- Keep up to date with new and developing policies and practices
- Coordinate all activity connected to the programme in an organised and effective way
- Operate in accordance with LOV's and the venues' Health and Safety, equal opportunities and other practices, policies and procedures

Other
<ul style="list-style-type: none"> <li>• Work with the wider Lincolnshire One Venues team supporting creative activities across the county</li> <li>• Assist in student recruitment activities, including interviews, open days and external recruitment events</li> <li>• Engage in appropriate training programmes in the University.</li> <li>• Actively follow and promote University policies</li> <li>• Participate in the staff appraisal scheme</li> </ul>

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

### ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"> <li>• LOV Projects Manager and LOV team</li> <li>• Director of the Centre for Culture &amp; Creativity College</li> <li>• College Director of Operations</li> <li>• Support Services Staff</li> </ul>	<ul style="list-style-type: none"> <li>• LOV venues</li> <li>• Relevant national, regional and international networks</li> <li>• Emerging Music Leaders</li> <li>• Schools – teachers, students and management teams</li> <li>• Project partners – Lincolnshire Music Education Hub, The Mighty Creatives, Youth Music</li> </ul>

# UNIVERSITY OF LINCOLN PERSON SPECIFICATION



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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Significant experience as an arts facilitator and project coordinator	<b>E</b>	<b>A</b>
A qualification and / or training relating to participatory arts delivery or music	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Experience of facilitating arts activities with young people aged 8 – 25, including in school settings	<b>E</b>	<b>A/I</b>
Experience of mentoring young creatives	<b>E</b>	<b>A/I</b>
Experience of event management	<b>E</b>	<b>A/I</b>
Experience of working with young people with disabilities and/or access needs	<b>D</b>	<b>A/I</b>
Experience of delivering Arts Award	<b>D</b>	<b>A/I</b>
Experience of evaluation	<b>D</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
An understanding of participant-led work / co-creation, and the opportunities they offer	<b>E</b>	<b>I</b>
Passionate about the arts	<b>E</b>	<b>A/I</b>
Up-to-date knowledge of best practice in engaging with young people	<b>E</b>	<b>A/I</b>
An understanding of the needs of vulnerable young people	<b>E</b>	<b>A/I</b>
Knowledge of safeguarding good practice	<b>E</b>	<b>A/I</b>
Understanding of barriers to participation in the arts	<b>D</b>	<b>A/I</b>
A knowledge of contemporary music practice	<b>D</b>	<b>A/I</b>
Knowledge of the arts within the National Curriculum	<b>D</b>	<b>A/I</b>
Knowledge of wider community arts practice	<b>D</b>	<b>A/I</b>
An understanding of marketing and audience development	<b>D</b>	<b>A/I</b>
<b>Competencies and Personal Attributes:</b>		
Enthusiasm and commitment	<b>E</b>	<b>I</b>

Team working	<b>E</b>	<b>I</b>
Good interpersonal skills	<b>E</b>	<b>I</b>
Excellent self-management skills	<b>E</b>	<b>I</b>
Flexibility and adaptability	<b>E</b>	<b>I</b>
Willingness to undertake training and skill development	<b>E</b>	<b>I</b>
<b>Business Requirements</b>		
Enhanced DBS Check	<b>E</b>	<b>I</b>
Ability to travel	<b>E</b>	<b>I</b>

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	JH	<b>HRBA</b>	PC
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