



## **PROGRAMMES ASSISTANT VACANCY**

<b>Hours:</b>	1 day per week (7 hours). Small amount of overtime at busy periods. Occasional weekend working possible. Flexibility on which day(s).
<b>Salary:</b>	London Living Wage - £10.55 per hour
<b>Place of Work:</b>	City Hall, The Queen's Walk, London SE1 2AA
<b>Reporting to:</b>	Programmes Manager

### **BACKGROUND INFORMATION**

The London Music Fund (formerly the Mayor's Music Fund) is an independent charity (no. 1141216) with the Mayor of London as Patron. Established in May 2011, the organisation provides funding to enable aspiring young musicians to fulfil their potential. It does this by awarding four-year music scholarships to talented children whose families struggle to meet the cost of tuition, and by funding a series of large-scale projects giving young people the opportunity to learn from and perform alongside professional musicians in iconic venues. The charity works across all 32 London boroughs, in partnership with every London Music Hub. In 7 years, almost 500 Scholarships have been awarded to children from low-income families, 36 collaborative projects with professional arts organisations have been funded, reaching almost 10,000 young musicians. In total, over £2m has been given directly to support music education in London.

### **ABOUT THE POST**

The London Music Fund is looking to recruit a Programmes Assistant to work initially 1 day per week with our very small and dedicated team of 2. This is an excellent opportunity for someone seeking to develop their career and gain experience in arts administration / music education. The post holder will work closely with the Programmes Manager to support the charity's day-to-day administration, and programme delivery.

The successful candidate will have some work experience in a similar role, and background / interest in music education. You must have a real interest in helping children and young people to fulfil their potential through music. You will be a confident communicator, able to work in a small team and to tight deadlines, and be able to work independently, using your own initiative. The post would suit a student or recent graduate looking for flexible part-time work.

### **Description of Activity**

To provide support to the small team with day-to-day operations. This will include general office support and administration of the Scholarship and Partnership programmes and will involve assisting with the management of Scholars' events and other activities to support and promote the work of the organisation.

## **Job Description**

1. Support the Programmes Manager with the management of the Scholarship and Partnership programmes including reporting, collection of data, and general day to day administration; keeping up to date records, working with delivery partners, and managing systems accordingly.
2. Support the Programmes Manager with collecting and collating data from Scholarship and Partnership reports (tasks including naming photos and collecting good news stories from reports).
3. Assist the Programmes Manager and Chief Executive with events as required, including high profile events with the Mayor of London.
4. Respond to letters, emails and queries as requested.
5. Assist with the preparations of documentation for Board/ Committee meetings.
6. Take minutes for the charity's Music Education Committee meetings
7. Assist with the maintenance of the website, salesforce data records and social media platforms.
8. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this position.
9. Any other administrative duties as may be deemed appropriate.

## **Person Specification**

- Some office administration experience
- Understanding and interest in music education
- Affinity to the not-for-profit sector
- Interest in events management
- Interest in fundraising, building relationships/donor care
- A flexible and adaptable approach to working with a small team.

## **Sound knowledge of**

- Windows-based office programmes, in particular word, excel and outlook
- High level of written and spoken English
- High level of numeracy

## **Application requirements**

- Proof of eligibility to work in the UK

### **To apply**

Please send a CV (of no more than two pages) and covering letter, detailing how you fit the person specification above, to Georgina Skinner, Programmes Manager:

**[georgina@londonmusicfund.org](mailto:georgina@londonmusicfund.org)** by 5pm on Friday 25 January 2019. Please feel free to contact us for an informal chat about our work. More information can be found on our website, **[www.londonmusicfund.org](http://www.londonmusicfund.org)**.