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**Job Description**

**Programmes Assistant, Community**

Line Manager: Producer, Community

Terms: Full time, two-year fixed term contract, (35hrs per week)

The role will be based in Snape and Aldeburgh, Suffolk with activity delivered regularly across the East Suffolk region. The postholder is required to live locally in order to support the delivery of these projects.

**About Britten Pears Arts**

Britten Pears Arts is a pioneering music, arts and heritage charity based on the Suffolk coast at two popular, historic visitor destinations: The Red House and Snape Maltings. We emerged from the creative partnership of Benjamin Britten, one of the greatest composers of the 20th century, and his professional and personal partner, singer Peter Pears.

Britten and Pears shared a progressive vision for music and the arts to be useful. Our founders’ vision inspires all our activities: from work with our local communities to our national leadership roles in the fields of talent development and music for health & wellbeing.

**Role Overview**

The Britten Pears Arts Community programme exists to have a positive impact on the health and wellbeing of those in East Suffolk and beyond through participatory heritage and music projects, working with individuals of all ages and strengthening the communities that exist around them. The team works throughout the year in a variety of settings: at Snape Maltings, The Red House, in schools, care homes, community centres, and at HMP Warren Hill, as well as nationally through projects such as Friday Afternoons. The projects currently delivered exist around five areas: Families, Schools, Young People, Carers and Cared-for and Criminal Justice. To deliver our year-round projects, we employ a variety of freelance musicians and project staff.

This new role will support the Community team, with a focus on our work with young people both in schools, on our sites and in community settings, as well as supporting the delivery of Friday Afternoons project.

**Team Structure:**Head of Community – Callum Given  
Producer, Community – Sophia Allen  
Producer, Community – Catherine Bullough  
Producer, Arts Health and Wellbeing – Angie Lee-Foster  
Learning and Collections Curator – Joe Carr  
Assistant Producer, Community – Lucy-Eve Wright  
Programmes Assistant – to be recruited

**Key Duties:**

* Assisting the day-to-day delivery of activity across the programme – focussing on our work with young people, in schools and Friday Afternoons. This includes:
  + Organising logistics for sessions: putting together schedules, liaising with partners, venues, transport providers, community groups, artists and workshop assistants
  + Communicating with schools on bookings for projects, visits and events, ensuring good customer service skills throughout
  + Setting up spaces for project activity, arriving early to welcoming the team and participants into the spaces
  + Establishing good communications channels with participants, partners and schools, monitoring the needs of participants to feed into planning
  + Supporting Workshop Assistants and Volunteers to ensure the smooth running of project activity
  + Collecting and storing participant details and storing information captured from evaluation activities
  + Creating and disseminating newsletters and information as relevant to all of the projects through a variety of channels
* Maintaining the Friday Afternoons website and social media accounts to ensure good communications for the project
* Attending regional and national conferences and events alongside the Producer, Community, helping to advocate for the Friday Afternoons project and the wider work of Britten Pears Arts
* Participating at local network meetings/events making a contribution towards strategic planning sessions with the Producer, Community and Learning and Collections Curator
* Apply Britten Pears Arts’ Equality, Diversity and Inclusion action plan to all aspects of work, particularly in relation to participant engagement.
* Working alongside schools, community group leaders, guardians and other partners and networks
* Liaising with Music administrators on artists’ contract requirements
* Keep the Community budget up-to-date at all times – this includes day-to-day record keeping, checking invoices against contracts/bookings and highlighting discrepancies as soon as they are apparent.
* Playing an active part in the Music Programme team, collaborating with other internal departments as appropriate
* Any other reasonable duties commensurate with this role.

**Person Specification – Programmes Assistant, Community**

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| **Criteria** | **Essential** | **Desirable** |
| Experience |  | * Working or volunteering with people from different backgrounds * Working or volunteering as part of a team, ideally to deliver a project or activity with a group of people |
| Skills/Knowledge | * Good computer skills – ability to use Microsoft Office, basic IT software and a willingness to learn new systems * Attention to detail, able to demonstrate a methodical/organized approach to be able to plan ahead. * Ability to remain calm and respectful when under pressure | * Knowledge of the local area * Understanding of the impact that creative activities can have on people’s wellbeing * Ability and willingness to contribute creative ideas * An interest/understanding of how arts/music can make a positive impact on communities. |
| Ability/Aptitude | * Able to communicate empathetically, clearly and confidently – verbally and in writing with groups from different backgrounds * Keeps perspective – has a good sense of humour and works well within a small team * Resilient - has the ability to cope with emotive situations and circumstances * Willing to learn and develop in a supporting role * Ability to use initiative appropriately | * Aptitude to take on greater responsibility over time |
| Special Requirements | * Willingness to work evenings and weekends during busy periods (Time off in Lieu will be given), this may also include attending training courses and meetings. * Comply with Britten Pears Arts’ Enhanced DBS Check regulations | * Full driving licence\* |

**\*Suffolk is a rural county with limited public transport. If a candidate meets our selection criteria and does not currently have transport, we will discuss options during the interview process.**