

Job Description

Programmes Assistant, Community

Line Manager: Producer, Community

Terms: Full time, Fixed term Maternity cover for 12 months (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 role in the fields of talent development and music for health & wellbeing.

The 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, Later Life and Criminal Justice.

To deliver our year-round projects, we employ a variety of freelance musicians and project staff.

Role Overview

The Programmes Assistant role supports the Community team, with a focus on our work with young people in various locations; in schools, on our sites and in community settings. Additionally, the role supports the delivery of the [Friday Afternoons](#) project.

Key Duties

This element of the Job Description outlines the duties of the role, but please note that we do not expect a candidate to have had experience in all of the areas listed. Training will be given and the role will be supported by the Programme Manager (Children, Young People & Families), as well as the wider team.

- Assisting the day-to-day delivery of activity across the programme – focusing on our work with young people, in schools and Friday Afternoons. This includes:
 - Organising logistics for the sessions: putting together schedules, liaising with venues, transport providers, community groups, artists, workshop assistants
 - Setting up spaces for project activity, arriving early to welcome the team and participants into the spaces
 - Communicating with schools on bookings for projects, visits, and events, ensuring good customer service throughout
 - Establishing good communication 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
 - Accurate data management of programme participants, including processing sensitive data
 - Collecting and storing participant details and storing information captured from evaluation activities
 - Managing Community team equipment and resources for project sessions, including refreshments
 - Disseminating newsletters and information as relevant to all the projects through a variety of channels
- Maintaining the Friday Afternoons website and social media accounts to ensure good communications for the project
- Attending key local networks, feeding in local knowledge to strategic planning sessions with the Producer, Community and Community and Collections Curator
- Taking an active role in the delivering Britten Pears Arts' Equality, Diversity and Inclusion action plan, particularly in relation to participant engagement
- Supporting the Programme Managers to implement Youth Voice strategies across our programmes with young people
- Liaising with the Programme Manager, Community and Music administrators on artists' contract requirements and writing, sending and gathering back contracts with their guidance
- Reconciling & updating the Community budget and programme expenditure on a day-to-day basis, including reconciling departmental credit cards
- 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

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Paid or unpaid experience – working with adults/children/peers. 	<ul style="list-style-type: none"> • Working or volunteering with a people from different backgrounds and ages • Working or volunteering as part of a team, ideally to deliver a project or activity with a group of people.
Skills/Knowledge	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 young people.
Ability/Aptitude	<ul style="list-style-type: none"> • Able to communicate empathetically, clearly and confidently – verbally and in writing with groups from different backgrounds • 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 	<ul style="list-style-type: none"> • Aptitude to take on greater responsibility over time
Special Requirements	<ul style="list-style-type: none"> • Willingness to learn and develop as part of the role • Able to work flexible hours and weekends as dictated by project activity • Comply with Britten Pears Arts' Enhanced DBS Check regulations • Full clean driving license, or ability to travel to locations within the community independently 	