Application pack for the role:
Community Music Programme Coordinator – Maternity Cover

Please find enclosed some further information about us as an organisation and an application for the advertised role.

This pack includes the following information:

- About Readipop
- Job description and Personal Specification
- How to apply
- Timeline
- Links to our online application form and Equal opportunities Monitoring Form
- Questions that are included in the online application form

If you have any further questions about the role or application process then please contact us at office@readipop.co.uk

We look forward to receiving your application. Thank you for taking the time to apply.

About Readipop:

First established in 1998, Readipop is a specialist music and arts charity based in Reading, Berkshire. Our projects aim to bring people together to make positive social change through the shared experience of making and enjoying music. Readipop offers specialist music provision for a wide range of people and partners, including those experiencing complex social issues. We provide studios, open-access workshops, community projects and an annual music festival. Our projects involve over 1000 regular participants including aspiring artists and those just staring their musical journey.

Our Projects:
At Readipop, our programme is roughly divided into two; the Youth Programme and the Music Programme.

Within our Youth Programme we provide the following:
- 1:1 Music Based Mentoring
- Arts Awards
- Family Jam
- Outreach Workshops
- Primary School Workshops

Youth Clubs:
- Access All Areas Friday Youth Club
- Holiday Workshops
- In the Mix

And under the Music Programme we provide:

Readipop Festival
RISER (Music Label)
XOX (Music Heritage Project)
D&D (Artist & Talent Development)
Events
Music Meet-Ups
Podcasts
Community Bands
- Beatroots Bateria
- Tankata Percussion

For more information on our areas of work, please visit our website - https://www.readipop.co.uk

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Community Music Programme Coordinator – Maternity Cover

Terms of employment: Part Time 3 days or 22.5hrs/week
Contract: 9 months with options to extend. PAYE
Salary: Approx £18k [0.6 FTE £30,030]
Location: Readipop Studios, 15 Trafford Road, Reading, RG1 8JP

We are seeking an organised and motivated person to support the leadership team by managing and coordinating the delivery of our impactful, community music programme including our youth music programme, education workshops and other targeted/funded projects in the community and at Readipop Studios whilst maintaining the quality of our programmes and the safety and well-being of our participants.

Working Conditions:
- Based at Readipop studios.
- Flexibility in working hours may be required to accommodate schedules and events.

Key Responsibilities:

Project Management and coordination:
To manage Readipop's youth music programme, education workshops, community music initiatives, and other targeted/funded projects. By overseeing project coordination, including scheduling, logistics, and resource allocation. Manage programmes efficiently, meeting deadlines and staying within budget constraints.

Quality Assurance and Impact Evaluation:
Maintain high standards of quality, safety, and ethics in all programme activities and compliance with relevant regulations, policies, and standards. Continuously monitor and evaluate our programme, using data and feedback to evidence impact and support improvement.

Engagement:
Maintain strong relationships with stakeholders including young people, partners, funders, and community members. Represent Readipop in various forums and events to advocate for our programmes, promote collaboration, and help secure funding opportunities.

Team Management and Collaboration:
Manage and collaborate with Readipop Music Leaders, freelancers, and other staff members involved in programme delivery. Fostering
 a collaborative and supportive team environment, encouraging innovative approaches to music education and community engagement. Leading on programme meetings to ensure everyone is kept up to date.

Safeguarding:
Ensure that all programmes and activities adhere to safeguarding policies and procedures. Provide support to Readipop Music Leaders, freelancers, and staff to promote a safe and creative environment for all participants, particularly young people.

PERSONAL SPECIFICATION:

ESSENTIAL

- Experience in working with young people
- Management and coordination experience
- Strong IT skills in office-based software and equipment e.g. Office, Xero.
- An understanding of and commitment to equity, diversity and inclusion.
- Ability to work within a diverse team, fostering a culture of innovation and collaboration.

DESIRABLE – If you also have any of the following, or similar relevant experience, then please let us know in your application:

- Experience in the community, music, arts or culture sector and a passion for community development.
- Relevant local knowledge – e.g. of Reading and Readipop's work. See our website, YouTube, Facebook, Twitter and Instagram.

It is essential that the successful candidate will have the following qualities:

- A hard working, enthusiastic and personable nature.
- A collaborative, 'can do' attitude.
- The ability to prioritise a busy workload and work flexibly to a high standard.
- An enthusiasm for pitching in and problem solving with the team.

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HOW TO APPLY

1. Complete the online application form via the link below. The application questions are listed below. The form must be completed in one session so we recommend you can prepare your answers beforehand and paste them into the boxes.

Please also complete the equal opportunities form, this is anonymised and will not be part of the selection process. This information will help us to check that our recruitment opportunities are wide reaching.

2. Potential interview candidates may be contacted to have an informal online chat (eg. via Facetime or Zoom). This will be an opportunity for us to clarify things from your application form and for you to ask questions about Readipop prior to a formal interview. We will also talk through the interview process and our expectations.

3. Interview at Readipop Studios. Candidates will have a short tour of our studios/HQ and see the plans to develop the building. There will be a short office-based task to complete followed by an interview with the CEO and a few of our trustees.

If you would like to apply for this role in a different format, please contact us.

If you are shortlisted for an interview, we will send you the interview questions in advance so that you can prepare for the conversation.

TIMELINE

Online application forms need to be submitted by **Friday 23rd August.**
Shortlisted candidates will be contacted by email or phone and invited to an interview at Readipop Studios, Reading.
We will contact every applicant once shortlisting has taken place after the deadline.
Whilst we will work to accommodate every applicant, please do your best to ensure you are available for the interview date(s).
Interview date: **week commencing Monday 1st September**

Interviewees will be notified as soon as possible if they have been shortlisted for an online chat and interview. If applicants are not shortlisted, or not successful after the interview, we aim to give individual feedback within two weeks of notification.

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EQUALITY, DIVERSITY AND INCLUSION.
Readipop is committed to encouraging equality, diversity and inclusion among our community and eliminating unlawful discrimination. The aim is for our organisation to be truly representative of all sections of society and for everyone we work with to feel respected and able to give their best. We wish to address under-representation in our team and are actively seeking applications from D/deaf and disabled people and people of colour and from the Global Majority. We are committed to making reasonable adjustments to support access requirements. Please let us know if you would like to discuss the office environment, working arrangements, access requirements or potential adaptations, or have questions around access and inclusion.

DATA PROTECTION ACT, 2018
Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. Information provided by you on the equal opportunities monitoring form will be used to monitor our equal opportunities practices. By submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.
Good luck with your application.

THE APPLICATION FORM
The Application and Equal Opportunity Monitoring forms are both online forms which must be completed in one sitting – you won't be able to save them as you go along. We include the application form questions below, to enable you to prepare your answers in advance in a separate document, from which you can copy and paste into the online form.

Please contact us if you have any questions about the application form or process on office@readipop.co.uk office@readipop.co.uk
If you have access requirements please get in touch with us: office@readipop.co.uk.

PLEASE COMPLETE THE APPLICATION FORM ON THIS LINK:
https://www.surveymonkey.com/r/ZYQ6NP2

PLEASE ALSO COMPLETE THE EQUAL OPPS MONITORING FORM HERE:
https://www.surveymonkey.com/r/ZH36CLY

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APPLICATION FORM QUESTIONS

Contact information

First name
Surname
Home address Postcode
Email
Contact number

Past Employment

Please provide us with your last three most relevant jobs/internships/apprenticeships or voluntary roles including a brief outline of your main responsibilities:
1. Current / most recent Job Title, organisation and dates
2. Previous Job Title, organisation and dates
3. Previous Job Title, organisation and dates

Training and Education

Please use this opportunity to let us know about your education (names of schools/colleges and dates attended), and any qualifications/ awards you have. A degree or equivalent is not a prerequisite for this role, we are open to candidates with experience based knowledge.

Tell Us About You

1. Please outline why you would like to work for Readipop and how your experience is relevant to the role. Please limit your answer to 300 – 500 words.
2. Please tell us about a work achievement that you are particularly satisfied with. Please tell us how you planned and executed it? Who did you work with? What were the successes and challenges? What was the result? Include key decisions you made and how you worked the challenges. Please limit your answer to 300 – 500 words.
3. Is there anything else you would like us to know about you? Please limit your answer to 300 – 500 words.
4. If you have access requirements, or ways in which we can make progressing in the recruitment process easier for you please outline them in this section. Please limit your answer to 300 – 500 words.

References

Please provide details of two people who are not related to you, to provide an employment or educational reference for you. One of these must be from your current role, paid or unpaid, or most

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recent employer if you are not currently employed. The other should be someone who can express a professional opinion on your work and your ability to perform the job for which you are applying, for example, a former manager, colleague, teacher or lecturer, a manager for a voluntary role you have undertaken or a mentor, lecturer, or teacher.

We will not contact your referees unless you have been offered the position. Their details will not be stored after the recruitment process is complete.

Referee Name
Job Title & Organisation
Relationship to you Email address Phone Number

Referee 2
Name
Job title and organisation
Relationship to you Email
Phone

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