

Communications & Development Coordinator

Salary	£22,000
Job type	Full-time: 37.5 hours per week.
Starting	1 July 2019 or as soon as possible.
Location	This is an office-based position, currently at King's Place Music Base, 90 York Way, London N1 9AG.
To Apply	Please send CV and covering letter to jobs@livemusicnow.org.uk by FRIDAY 24 MAY 2019 . Please include the names and contact details of two referees who are in a position to comment on you professionally, with a brief indication of how long and in what capacity they have known you (referees will not be contacted before interview).
Shortlist notification	THURSDAY 30 MAY, 2019
Interviews	WEDNESDAY 5 JUNE, 2019
Notification	We regret we are unable to acknowledge receipt of applications. If you have not heard from us within two weeks of the closing date, please assume your application has not been successful on this occasion.
	Live Music Now is committed to being an Equal Opportunities employer and as such we actively encourage applications from LGBT (lesbian, gay, bisexual and transgender) people, people with disabilities and people from black, Asian and minority ethnic backgrounds.

Live Music Now

Live Music Now (LMN) is a UK-wide music outreach and musicians' development scheme, founded by Yehudi Menuhin in 1977.

LMN brings live music of the highest quality to those for whom access to its benefits is normally restricted, focusing on:

- (1) **Wellbeing**: particularly **older people**, including those living with dementia
- (2) **Special Educational Needs**: particularly **children**

It supports the professional development of musicians at the outset of their careers, ensuring the highest quality of delivery through a rigorous selection and training process.

The organisation works with around 320 individual musicians (200 ensembles average) per year, organising over 3,500 participatory performances and workshops throughout the UK.

Organisational Structure

Live Music Now operates throughout the UK, with English branches covering London/South East, South West, North West and North East and national branches covering Northern Ireland, Scotland and Wales. LMN Scotland is a separate charity, but we share many aspects of communications.

A team of Strategic Directors leads the development of LMN's work in the areas of Wellbeing, SEND and Musicians' Development, delivered through the branch network across the UK. Each branch is run by a Director who reports to the national Executive Director. In turn the Executive Director reports to the Chairman and Board of Governors of the scheme.

The Communications & Development Coordinator

This new post is being created as part of an exciting new phase in the development of LMN. It is a great opportunity for someone to join a highly respected team, with support from leaders in arts marketing and charity leadership.

The Communications & Development Coordinator will assist with the daily communications, fundraising coordination and administration for Live Music Now. The ideal candidate will be an exceptional writer and storyteller who can help translate LMN's work and impact into compelling prose, talking points and visual collateral.

The position will support the Executive Director and Senior Communications/Development Consultant in the implantation of annual communications and development plans.

The post-holder will:

- maintain the UK-wide communication and fundraising planners with branch and strategic directors;
- design and implement digital campaigns to support communication objectives;
- create/design digital assets to deliver campaigns (contracting/briefing photographers, filmmakers as budget allows, liaising with venues to ensure permissions are secured, etc);
- coordinate the design and production of print marketing campaigns and materials;
- maintain and update the website and social media accounts;
- update and maintain image and video banks (including permissions files);
- assist in the development of press releases and respond to requests for information from publications;
- create annual report and produce ongoing newsletter;
- oversee standards for communications material across all media;
- manage funder database and filing systems ensuring that contact details, funder requirements and application deadlines are recorded;
- develop, oversee and grow the reach of public relations engagements and activities;
- research new funding sources;
- draft grant applications;
- generate reports as required by funders, exporting data, quantifying and analysing metrics and writing up individual case studies.
- Provide administrative support for philanthropy group, working with LMN Chairman.

1) Terms & Conditions

The post is contracted on an employed basis. The salary will be between £21,000 and £22,000 per annum (based on experience) for 37.5 hours a week (5 days), and will be paid monthly, subject to any appropriate tax deductions.

a) The appointment is subject to:

- i) four weeks' notice of termination on either side;
 - ii) a probationary period of one month.
- b) Occasional evening or weekend work may be required. There is no overtime pay but time off in lieu may be arranged.
- c) Live Music Now provides a pension scheme for all eligible staff, currently set as 3% of salary, with employer contributions at 5%.

2) Equal Opportunities

Live Music Now endeavours to be an Equal Opportunities employer. Live Music Now will promote the following basic rights for everyone associated with it:

- to be treated with respect and dignity
- to be treated fairly at all times

regardless of colour, race, age, nationality, gender, gender reassignment, marital status, disability, sexual orientation or religion or belief, and with consideration of needs for flexible hours and work patterns.

3) Access

If you would like to submit your application in another format we would be happy to accommodate this. Please contact the office on 020 7014 2829 or email emily.roberts@livemusicnow.org.uk so that suitable alternatives can be discussed.

This job description is a guide to the work that you will be required to undertake and represents a range of responsibilities in line with the grade for the post. It is subject to change, and will be reviewed regularly.

	Essential	Desirable
Experience		
Relevant experience in a previous position	x	
Experience of fundraising, including identifying funders, preparing written applications and reporting to funders		x
Skills/competence		
Excellent communication skills, written and verbal, with a ready willingness to engage with a diverse range of partners	x	
Able to represent the organisation and communicate confidently	x	
A degree in arts/design, communications or marketing	x	
Proven organisational skills and the ability to juggle a varied and fast-paced work-load	x	
Efficiency in managing office systems with attention to detail	x	
Advanced IT skills (eg Office, Photoshop, InDesign)	x	
Experience of content management system (CMS) applications and social media accounts such as Instagram and Twitter.	x	
Good organisational and time-management skills, together with a good telephone manner	x	
Knowledge and approach	.	.
An interest in the professional development of young musicians		x
A passion for, and commitment to, the role of outreach music and its impact both on participants and musicians		x
A sympathy with all styles of music and specialist knowledge in at least one.	x	
An interest in social welfare and a strong commitment to the development of access to the arts for disadvantaged and disabled people.		x
An understanding of health, social services or education sectors.		x
General		
Energetic, creative, entrepreneurial and committed	x	
Self-starting and ambitious, highly-motivated, able to set priorities, meet targets and work alone, while operating as part of a wider team under direction	x	
Able to remain calm under pressure and solve problems	x	