



**PROJECT COORDINATOR  
(COMMUNITY)**  
Manchester Camerata Recruitment





## Manchester Camerata

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Manchester Camerata is the UK's most relentlessly pioneering orchestra. Our vision is for everyone's life to be elevated and enhanced by exceptional music. Our purpose is to make music for change. This is who we are. This is what we do.

Through our music and our impact, we change the lives of people and the prospects of places, not just through our actions, but also in the way that we work.

Be it opening Glastonbury festival in front of 40,000 people or working intimately in care homes with people living with dementia, we believe in the transformative and connecting nature of music. That connection drives us, and we work with the best creative talent to make this happen.

We are sector leaders within music and dementia. For over a decade we have developed award winning (Royal Philharmonic Society) programmes, informed by the latest evidence and thinking (GM Inequalities Commission report, 2021), which has led to us being awarded the UK's first Centre of Excellence for Music and Dementia.

This new model of working prioritises consultation and collaboration to create and demonstrate impact with - and for - our communities throughout the 10 GM boroughs, as well as nationally and internationally. Through external research studies and internal evaluations, we aim to bring the health and wellbeing benefits of our community work to as many people as possible.

We are also in the process of relaunching our music and young people's programme, and have ambitious plans for our work in this area.

## Who We're Looking For

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Someone who wants to use this role as an opportunity to use music for change, working in a supportive team to collectively demonstrate how music in care homes, community groups and other settings around Greater Manchester and internationally can enhance people's lives, both young and old.

We're actively looking for people who belong to, understand and reflect the diverse communities we work in. If that's you, and you'd like a chat or want to learn more about this role and our organisation before you apply, contact Amy at [adunning@manchestercamerata.com](mailto:adunning@manchestercamerata.com).

You'll see the potential in places and people, both in the short- and long-term, and enjoy making friendly connections with people, no matter their stage of life or postcode. This role would be a wonderful opportunity for the right person to progress into project management positions, and we'd be more than happy to provide ongoing support and development for the right candidate.



## Camerata in the Community – our work so far

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The Project Coordinator will work on a range of projects in the following areas:



**Music in Mind** is our pioneering music and dementia programme. It supports people living with dementia in care homes, supported living and community settings. Developed over 12 years in partnership with the University of Manchester, we work with our specially trained musicians and music therapists to provide ‘in the moment’ music-making sessions, helping to bring about the transformative power of music.

This, in turn, has led to the development of ‘**Music Champions**’ - we support and train volunteers, family members and paid carers to use some of our techniques to support the people in their care.

Our work with **young people** is another key and longstanding element of what we do at Camerata. This may be through running workshops in schools, supporting songwriting projects in Youth Centres or partnering with other delivery organisations across the UK and beyond. Our Young Person's Program is currently in a period of review, which means you'll be joining the organisation at an extremely exciting time, supporting us to shape what this work may look like going forward.

## What's the Role Like?

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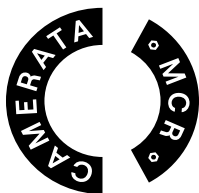
As a Project Coordinator, you will play a key role in the smooth running of the Community team, balancing a variety of tasks to ensure the success of our diverse programs. You'll be involved in both the planning stages and the day-to-day operational support, making sure that everything runs efficiently and on schedule.

A typical day could include planning coordinating music sessions for people living in care homes, ensuring that everything runs smoothly for participants and facilitators alike. You might be setting up spaces for our Music Cafés, liaising with carers to arrange transportation, ordering the necessary instruments or materials, and assisting with payments to ensure all transactions are processed correctly.

The role also involves supporting the team with data collection and the writing of reports, helping us to measure the impact of our work and communicate our successes. Flexibility is key, as priorities can shift from day to day, and you'll need to be proactive in managing your time and responding to the evolving needs of the programs.

## Employment Terms

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<b>Job Title:</b>	<b>Project Coordinator (Community)</b>
<b>Reports to:</b>	<b>Senior Project Manager (Community)</b>
<b>Salary:</b>	<b>£26,000</b>
<b>Contract:</b>	<b>Full-time permanent (35 hours/week)</b>
<b>Probationary period:</b>	<b>6 months</b>
<b>Annual Leave:</b>	<b>25 days per annum (Jan-Dec) on an accrual basis</b>

We're a flexible employer, so hybrid and flexible working is possible. We operate a time-off-in-lieu policy, at the discretion of your line manager.

## Key Responsibilities

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**The Project Coordinator will be responsible for:**

- 1. PLANNING AND DELIVERY of our community projects, which means you will:**
  - a) Book venues and liaise with venue staff.
  - b) Schedule, book and contract musicians/practitioners as required for each project.
  - c) Arrange payments for practitioners using our payment system, and process submitted invoices.
  - d) Liaise with partners for planning, delivery and evaluation requirements, supporting with project documentation.
  - e) Conduct site visits across GM, building relationships with community partners and acting as a key point of contact for any queries or concerns.
  - f) Aid with the delivery of our Wednesday morning Gorton Music Cafe in person.
  
- 2. MONITORING AND EVALUATION:**
  - a) Maintain and update agreed budgets and report to line manager.
  - b) Collate necessary feedback and evaluations.
  - c) Liaise with Manchester Camerata's Comms team on project promotion and marketing.
  - d) Monitor our DBS and safeguarding databases.
  - e) Collect and update project information for EDI and attendance reporting.
  
- 3. SUPPORTING THE TEAM to:**
  - a) Respond to enquiries from those interested in becoming involved with the programme.
  - b) Keep the Music in Mind website updated with relevant information.
  - c) Support with queries relating to accessing our online resources.

## Skills and Experience

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**ESSENTIAL:**

- Sharing Camerata's driving value of music for change.
- Dedication to promoting equality and diversity in all aspects of your work.



- Excellent administrative skills; attention to detail; good self-motivation and timekeeping; significant resourcefulness.
- Confidence with budgeting and Excel
- Strong people skills and natural ability to collaborate with others.
- Strong communication skills – face to face, online, and over email.

#### DESIRED

- Full, clean driving licence.
- Some experience in working with community initiatives, either in a volunteer or paid capacity.

## How to apply

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Please email the following information to Amy Dunning, [adunning@manchestercamerata.com](mailto:adunning@manchestercamerata.com)

<b>Deadline</b>	<b>Thursday 2<sup>nd</sup> January 23:59</b>
<b>Interviews</b>	Afternoon of Tuesday 7 <sup>th</sup> January 2025, in person at The Monastery, Manchester
<b>A letter</b>	One page max – tell us why you want to work with us, what you would bring to the organisation, and how you could see yourself developing in this role.
<b>CV</b>	Tailored for this role, including the names and contact details of two references.

Manchester Camerata is committed to equal opportunities and diversity in its workforce and welcomes applications from all communities.

After applying, all applicants will be sent a survey link to help us gather equal opportunities data, which will inform Manchester Camerata's organisational development regarding its Diversity and Inclusion policy and objectives. Please let us know if you require any additional support that will help you with your application.