



Title: Learning Projects Coordinator

Responsible to: Learning Projects Manager

Responsible for: n/a

Contract: Full time, Permanent

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## Principle Role

The successful candidate will be responsible for the co-ordination and delivery of multiple projects as part of Liverpool Philharmonic's Learning Programme. These including our award-winning Music and Health programme, using music to improve health and wellbeing; our Higher Education partnerships; and Emerging Professionals Programme supporting emerging creative talent.

## Responsibilities and duties

Ensure the successful operation of Liverpool Philharmonic's Learning programmes, coordinating Learning projects, rehearsals, events and activities for children, young people, schools, families, adults and communities.

Manage relationships with our participants, partners and stakeholders, acting as the first point of contact for participants, young people, parents/carers, staff, musicians, partners and external agencies on all issues pertaining to the Learning programme.

Working as part of the Learning team to grow the reach, accessibility and diversity of our programmes, with participant voice embedded at the heart. Ensuring Learning programmes continue to reflect the evolving needs of our communities, using effective evaluation methods to demonstrate the impact and outcomes of our programmes.

### **Key Responsibilities:**

#### *Project Operations & Administration*

- Coordinate ongoing rehearsals and activity, ensuring appropriate levels of staffing, preparing schedules, organising music hire with Library department, ensuring participants' details are effectively and securely stored, regularly updated, and processing fee payments where relevant.



- Book and engage musicians to deliver the Learning programme, ensuring project objectives, outputs and outcomes are communicated, understood and achieved at all times. Administering contracts and processing payments for musicians engaged across the programme.
- Provide pastoral care for participants of all ages, acts as First Aiders, and coordinate additional pastoral care for activities as required (such as arranging volunteers, chaperones and meeting conditions of performance licenses).
- Support all participants to engage with projects, particularly those who may have additional support needs, ensuring our programmes are inclusive and relevant to our communities.
- Lead agreed events and concerts including promotion, production of event schedules, staffing, licensing, risk management and safeguarding, working in close partnership with internal departments and with external partners to ensure successful high quality events.
- Coordinate opportunities for participants to engage with top quality international artists through workshops, masterclasses, Q&A sessions, talks and visits.
- Ensure Health & Safety and Safeguarding policies and procedures are implemented through Learning Programmes, and communicated effectively to participants, staff, parents, audiences and partners as appropriate.
- Coordination of project stock control, including instruments, resources and other assets.
- High quality financial administration of activities in line with agreed project budgets.
- Supervise any students and volunteers placed within Learning Programmes.

### *Communications and Relationship Management*

- Ensure the highest standard in communications and relationship management with all stakeholders: young people, parents/carers, staff, musicians, partners and external agencies.
- Coordinate communication, information and activities with partners (such as schools, Music Services, Music Education Hubs, Specialist Schools, colleges, higher education institutions and national ensembles and organisations).
- Represent the Learning Department at key regular meetings including event, production and artistic planning meetings.
- Keep up to date with arts and education issues both locally and nationally.

### *Project Evaluation*

- Embed evaluation at the heart of programmes, ensuring all project data capture, monitoring, analysis and reporting is completed within agreed evaluation frameworks.

- Develop the inclusion of participants' views in the future direction of Learning Programmes.

In addition, the post-holder may be required to undertake other reasonable duties commensurate with their status and abilities and depending upon requirement of Liverpool Philharmonic.



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## Person Specification

### Experience and qualifications:

#### *Essential*

- Experience of successful administration and coordination
- Musical knowledge, interest and understanding
- Demonstrable interest in or experience of event management
- Experience of working within creative projects

#### *Desirable*

- Experience of working with children and young people
- Experience of working with adults at risk
- Experience of working across a range of musical genres
- Understanding and experience of health and safety management and risk assessment
- Understanding and experience of working within set budgets
- Knowledge and understanding of safeguarding practices

### Knowledge, skills and competencies:

#### *Essential*

- A good working knowledge of Microsoft Word, Excel, and Outlook
- Excellent communication skills, both written and verbal
- Attention to quality and detail, with a drive to achieve excellence
- Ability to manage competing priorities and deliver results within changing circumstances
- Highly motivated, with ability to work effectively autonomously, and as part of a wider team
- Excellent organisational skills
- Demonstrable and passionate commitment to equality of opportunity, community engagement and cultural diversity
- Ability to work unsocial hours

#### *Desirable*

- Ability to read music



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## Personal style and behaviour:

### *Essential*

- Enthusiasm and commitment to Liverpool Philharmonic's mission to 'Transform lives through music'.
- Demonstrable commitment to working within our four values of:  
*Passionate about Music, Excellence, Ensemble and Welcoming*
- Commitment to Diversity, Equality and Inclusion, and shows respect for the views and actions of others.
- Flexible approach to working
- Team player

Please note: This job description reflects the current position. It does not preclude change or development that may be required in the future.

## Disclosure and Barring

Due to the specific nature of this post, a Disclosure (which includes 'spent' and 'unspent' convictions as defined by the Rehabilitation of Offenders Act 1974) will be requested in the event of the applicant being offered the position, and final confirmation of the post will be dependent on the information contained in this Disclosure. The Disclosure certificate is only seen by those who need to as part of the recruitment process. The Royal Liverpool Philharmonic complies with the DBS code of practice on the use and storage of disclosure information. We have a written policy on the recruitment of ex-offenders, which can be requested from the Society by the applicant at the outset of the recruitment process.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to **Zoë Armfield, Head of Learning**, and we guarantee that this information is only to be seen by those who need it as part of the recruitment process.