

Programme Assistant (Music Lead)

Part time (25 hours per week)

Fixed Term 12 Month Contract-With opportunity of permanent position

Start date: January 2024 (or prior depending on availability)

Rate: £12.00 ph

Yorkshire Academy of Creative Arts & Dance (YACAD) was formed in August 2014. Yorkshire Academy of Creative Arts and Dance is dedicated to bringing quality creative arts and dance training to Yorkshire where participants can expand their knowledge of creative arts and dance. We provide a safe, active, creative space where participants can freely express themselves. The Academy promotes positive factors of a healthy lifestyle looking specifically at both mental and physical activity by emphasising education through the form of creative arts and dance.

We are seeking to appoint a dynamic, committed and innovative individual to join our company in the role of programme assistant (Music Lead). We are looking for someone who can work within our creative arts and dance team as we continue to develop our delivery of music within the community/education sector over the next 12 months. The successful candidate will be able to drive our music current programmes, deliver music and develop our music offer within the community. The candidate will provide the strategic leadership and hold overall accountability for this area of expertise. We would be particularly interested in hearing from candidates who have recently graduated and have a passion for developing music within the community and delivering music within education.

We will offer you:

- An inclusive, successful creative arts & dance company to work in.
- Friendly, motivated and enthusiastic participants to work with.
- A Development programme.
- Opportunity to develop in the creative industries.

Requirements:

All applicants must have the following...

- A recent DBS or willing to undertake one.
- Excellent understanding of IT and being familiar with social media platforms.
- First Aid trained or willing to complete a first aid course
- GCSE in Maths and English
- To have achieved a minimum of a BA qualification in Music or similar
- Good customer service is required, the roles will involve a front facing environment and working with various groups, therefore a professional manner is a must.

It is desirable that applicants will be:

- Confident with interpersonal skills and comfortable working with varied groups and ages.
- Able to have some prior knowledge of youth or community work. (paid or volunteer roles acceptable).
- Friendly, approachable, presentable with good communication skills.
- Good time keeping, able to be flexible with work time requirements.
- Reasonable level of soft skills, such as travelling to work, able to learn new skills and have a positive attitude to work.
- Hold a full UK driving licence

Main responsibilities and duties:

- Lead and develop Music within the company
- Lead and develop our education offer

Support for children

- Supervise and provide particular support for children ensuring their safety and access to music activities.
- Establish positive relationships with children and interact with them accordingly.
- Promote the inclusion and acceptance of all children.
- Encourage children to interact with others and engage in music activities.

- Provide feedback to children in relation to their achievements.
- Maintain a purposeful, orderly and supportive environment
- Use strategies to support children and maintain safe a happy space
- Resourcing and setting up of music activities.
- Liaise with parents via Class Dojo.

Recruitment

- Communicate with potential new participants via e-mail or phone
- Process registrations
- Advertisement
- Distribution of advertisement

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit to our premises please contact Mrs Sarah Reynold (Business & Finance Manager), via email Finance@yacad.org or telephone 01274 955130 to arrange this.

As part of the Yorkshire Academy of Creative Arts & Dance commitment to safer recruitment processes and in accordance with statutory guidance: Keeping Children Safe (2022) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Yorkshire Academy of Creative Arts & Dance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our company has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if

relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications if necessary, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Yorkshire Academy of Creative Arts & Dance recognises and celebrates the diversity of the communities we work in. Discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.