



## Job Description

**Job Title:** Community Projects and Events Coordinator

**Responsible to:** Creative Producer, Community Engagement

### [BRISTOL MUSIC TRUST](#)

Bristol Beacon is a music charity, a renowned venue and award-winning music education hub. We're here to help make space for music every day, with everyone. We do this through a remarkable programme of live music performance, participation and education. Our vision is to unite people through the joy of live music and believe that doing so has the power to create a better society for all of us.

Part of Bristol's cultural heritage for 150 years, Bristol Beacon has hosted some of the world's greatest musicians from Ella Fitzgerald to The Beatles to London Symphony Orchestra. We strive to be a symbol of hope and community, a focal point for music and a place of welcome, warmth and light.

Operated by Bristol Beacon since 2011, in 2018 we embarked on a major capital transformation of our venue to create a world-class concert hall for the city and region, with accessibility and inclusion at its core. Hailed as one of the most significant investments in cultural infrastructure in the UK in recent times, we reopened in November 2023 with a programme that included landmark commissions, celebrations of Bristol artists and performers, star names in music and comedy, and a blockbuster Orchestral season. With an ambitious ongoing programme of concerts, gigs, festivals, conferences and more, and with new spaces dedicated to education and talent development, we anticipate hosting 800 events and welcoming 400,000 visitors per year from across Bristol, the Southwest and internationally.

As an organisation we are equally and increasingly recognised nationally for our work to grow music education and participation. We have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music Education Hub lead for Bristol and from 2025 the West of England, we deliver the National Plan for Music Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led Transformation Promise programme is backed by strategic funding partners and includes working with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

We are showing further sector leadership through our sustainability commitment to become the first UK concert venue to achieve Net Zero.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference and place great importance on inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

### **Creative Learning & Engagement**

Creative Learning & Engagement (CLE) is responsible for Bristol's Music Education Hub, and Community Engagement.

Since 2013 Bristol Beacon's Music Education Hub has made significant progress toward achieving its vision of making Bristol the 'UK Capital of Young People's Music'. Our award-winning education programmes for young people are set to expand to reach Bristolians of all ages and all backgrounds.

At the heart of our work is great music making and learning. Our programme sets out to encourage participation, engender a sense of civic pride and instil a lifelong love of musical culture. With three prestigious awards in two years from the Music Education Council (MEC) and Music Teacher Awards for Excellence, including winning the Major Prize for best music education hub, our work is gaining national recognition.

Of equal importance is our Community Engagement programme, which sits within our Creative Learning and Engagement Department and have overall responsibility for developing projects and events for Bristol's communities. The team is led by the Head of Community Engagement, who together with a team of Creative Producers and freelance musicians, work with people from across the city, particularly those who face barriers to accessing musical opportunities, to deliver inspiring and creative activities that aim to reduce isolation and loneliness and improve health and wellbeing. The programme also includes training and professional development for emerging community musicians in inclusive practices.

Examples of our **Community Projects and Events** include:

**Hope Creative** - regular creative group music making activity, 1:1 lessons, jam nights and events with care experienced young people and babies, care leavers and foster carers, in partnership with the Hope Virtual School and Bristol City Council. At Bristol Beacon, Beacon Music Centre and external community spaces.

**Our Music Club**- In collaboration with Dementia Wellbeing Service (DWS), a team of highly specialist musicians work with people living with dementia and their carers and/or family members. Based out of Filwood and Easton Community Centres.

**Massive Sing**- annual big sing events for over 400 people to join together with a professional ensemble at Bristol Beacon.

**We Care Week** – a three-day festival to platform the talents and voices of care experienced young people.

### Purpose of Role

The post holder is responsible for coordinating the daily operations of Bristol Beacon's Community Projects such as our Wellbeing Programmes, Music and Disability projects and Hope Creative, and Community Events such as our family workshops, Massive Sing, Dance Parties and partner activity with London Symphony Orchestra and the BBC, at Bristol Beacon, Beacon Music Centre and locations across the city.

The role will provide vital support to the Community team to ensure participants and audiences have a positive and engaging experience with us; activities run smoothly and are appropriately resourced.

### Key Responsibilities

- 1) Collaborate with and support the Community Team to coordinate the day to day running of Community Projects and Events. This will include scheduling activity, liaising with Freelance musicians, communicating with participants and liaison with teams across the wider Bristol Beacon organisation.
- 2) Be a lead user of Artifax (our diary database) for Community activity based at Bristol Beacon sites, ensuring dates for activity are booked, and information and allocation of resources are requested e.g. room set up, catering etc. Take responsibility for liaison with the Production Office and other teams as appropriate to communicate requirements and attend weekly Ops meetings to represent the programme. Book external venues and liaising with external community centres as required.
- 3) Oversee resource requirements for all projects and events, liaising with teams across the organisation to book resources as required. In particular, ensure that instruments are kept in good working condition, organise replacement and repair as need. Organise additional resources such as craft materials, wellbeing and sensory props where required and arrange transportation of all materials to project locations. Work with colleagues at Beacon Music Centre and Bristol Beacon to ensure the Community Cupboard is tidy and well ordered.
- 4) Attend activity and events regularly, to ensure the operational side runs well, and be a positive, warm and open presence in sessions. Be a key liaison point between the Freelance musicians, participants and Community Team. Arrange transport for participants as required.
- 5) Support the team to gather feedback and evaluation information from participants to support our impact measurement requirements
- 6) Act as the primary contact for public enquiries and referrals, monitoring the Community inbox and phone and support participants to feel prepared and confident to access Community Projects and Events. Be the primary contact for general external community bookings and work with teams across Bristol Beacon to assess applications for use of space, adhering to the Community hire policies
- 7) Represent Community Engagement at relevant networking and external community events across the city and the Southwest to promote Beacon activity and be a positive representation of our work in the community

- 8) Work with the Marketing Team to ensure that activity is promoted and shared with relevant communities. Collate programme content for Community Events.
- 9) Work to ensure the BMT Safeguarding Policy is adhered to within areas of responsibility, immediately highlighting concerns where appropriate.
- 10) On a day-to-day basis comply with the policies and procedures of Bristol Music Trust

### Employee Specification:

A passion for community engagement and experience within the youth and/or creative community sectors in Bristol.

**Essential** – The role holder **must** have the following competencies:

### Core Competencies:

#### LEADERSHIP & MANAGEMENT

- The ability to organise their own and others' activities and to motivate and inspire individuals.
- Project management experience, ideally within a community participation role.
- Experience of organising and working with young people.

#### COMMUNICATION

- The ability to communicate clearly and courteously both verbally and in writing, being flexible with communication methods and tone of voice as appropriate
- The ability to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that the information is understood.
- Excellent and accurate standard of written and verbal communication. This includes demonstrable experience of writing clear copy and accuracy and attention to detail in written and online work.

#### ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING

- The ability to adapt to different situations and tasks, remaining calm, level-headed and positive under pressure.
- The ability to generate new ideas and make suggestions for change.
- The ability to be resilient whilst working under adverse or conflicting demands.
- The ability to respond and adapt to changing circumstances and to manage, solve and provide solutions to problems in a climate of ambiguity.
- Innovative and creative.

#### PLANNING AND ORGANISING

- The ability to work independently and on own initiative.
- The ability to prioritise workloads; set personal and individual timetables, work to deadlines.
- Provides work on time and to required standards.
- The ability to make medium-term plans for a whole project or team as required and respond positively to changing priorities and re-plan accordingly.

## CUSTOMER SERVICE

- Understands the needs of the participant groups and builds a strong rapport and trusted relationships
- Being empathetic, kind and considerate of participant support needs and continuously looking for opportunities to improve the quality of our service
- Actively seeks feedback. Looks to continuously review and improve performance standards, including directing team members accordingly.

## TEAMWORK

- Works co-operatively and flexibly with other members of the team with a full understanding of the role to be played as a team member, to achieve a common goal.
- The ability to delegate effectively and to monitor the performance of the team and to provide motivation for the team.
- Seeks ideas and input of colleagues in own and other teams to make best use of team expertise and improve team performance.

## Role Specific Competencies:

### COMMUNITY ENGAGEMENT

- A community engagement or educational professional with a sound knowledge and experience in community engagement principles and practice (or able to demonstrate equivalent knowledge).
- A creative background in music, theatre, visual arts or other arts disciplines
- Strong awareness and understanding of safeguarding or willingness to have training.

### PROFESSIONAL & TECHNICAL

- Good understanding of the latest innovations in community participation, youth provision e.g trauma informed practices
- Knowledge of local networks, cultural partners and third sector organisations working in the city
- Excellent IT, social media, telephone manner and presentation skills – able to support workshops, and presentations to groups in a professional manner.

### BUILDING RELATIONSHIPS

- Patient, compassionate and empathetic communication with participants to ensure they are fully supported in their engagement with our work
- Sensitivity to support needs, cultural differences and mental health/and/or/additional needs within community participants
- Proactive support to our diverse group of music practitioners to get the best out of them and support their needs
- Positive working relationships with external partners and support services involved in our work

### FINANCIAL

- Ability to monitor budgets and work with budget holders to monitor expenditure.

### ADMINISTRATION

- Excellent IT skills (Microsoft Excel, Word and Outlook, data management

- software).
- Knowledge of the administration environment, particularly in relation to music and arts or cultural/creative settings.
- Able to gather data for monitoring and evaluation purposes and keep accurate records of data.

### **Occasional Duties**

The role holder will carry out any other duty that is reasonably required.

Bristol Music Trust operates across two sites: Bristol Beacon and Beacon Music Centre. You will also be required to work at other locations where activity is taking place, e.g. Community Centres, Children's Centres, Hospitals across Bristol, that are reasonably placed to meet the requirements of the role.

### **Special Conditions**

Your role requires you to work flexibly to complete your duties, and you will, from time to time, be required to work alternative or additional days (including evenings, weekends and bank holidays) to meet the requirements of your role, and these hours will be agreed in advance between yourself and your line manager in accordance with the requirements of the Bristol Music Trust.

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Date created: May 2025  
 Created by: Head of Community Engagement  
 Approved by: Adam Kent

### **Outline of Terms and Conditions:**

Role:	Community Projects and Events Coordinator
Salary:	£26,523.00 per annum (£21,505.14 pro-rata)
Contract:	Fixed-Term, 2 years
Hours:	Part-time, 30 hours
Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service
Probationary Period:	6 months
Pension:	Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution

## Application Procedure

To apply please complete the application form on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team. **Please use our Application Guidance when writing your application in order to make the best of your application and to be aware of what we are looking for in shortlisted applicants.**

If you require our application form in an alternative or if you need to provide your application in a different way or have questions about the recruitment process for the role, please contact our People Team [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

Reasonable adjustments will be made for applicants if required, please let us know if you have any needs. **We particularly encourage and support applications from disabled and ethnically diverse backgrounds as these groups are currently underrepresented within the arts and culture sectors**

If you have specific question about the role, then for an informal chat please contact the People team on [hr@bristolbeacon.org](mailto:hr@bristolbeacon.org)

Closing date: **9.00am on Tuesday 20<sup>th</sup> May 2025**

*Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.*