

LIVERPOOL PHILHARMONIC

PHILHARMONIC HALL

# Learning Projects Coordinator

Candidate Information

January 2023



The background image shows a stage performance at night. A person is singing into a microphone on a stage, with a city skyline visible in the background. In the foreground, the backs of an audience's heads are visible, looking towards the stage. A green rectangular box is overlaid on the left side of the image, containing the text for the table of contents.

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# What is Liverpool Philharmonic?

## Liverpool Philharmonic enhances and transforms lives through music

At the heart of our programme is the critically acclaimed Royal Liverpool Philharmonic Orchestra (the UK's oldest) and Choir; work with young people through our Youth Company and In Harmony Liverpool; support for people experiencing mental ill health through work with the NHS; and presentation of around 400 diverse concerts and events each year at our home, Liverpool Philharmonic Hall, one of the UK's leading concert halls.

## Liverpool Philharmonic is rooted in our city

The Royal Liverpool Philharmonic Orchestra performs over 70 concerts each year in Liverpool. We are central to Liverpool's cultural offering, being the largest music organisation and one of the largest cultural organisations in the city. Our global reach through touring and recordings promotes the city and its culture.

The city's young people are a central focus of our work. We provide regular musical training to 2,000 young people through Liverpool Philharmonic Youth Company and In Harmony.

Our musicians use the power of music to support the recovery and wellbeing of people experiencing mental ill-health, living with dementia, and cancer through our long-term partnerships with Mersey Care NHS Foundation Trust, The Clatterbridge Cancer Centre and other NHS providers across Cheshire and Merseyside.

## We are ambitious, eclectic and innovative

Liverpool Philharmonic premieres and commissions more music than any other UK orchestra. We have had over 150 new works premiered and commissioned in the last 10 years. The Rushworth Young Composers prize supports five composers aged 14-18 each year, creating new work which is performed in the Hall. The Emerging Music Professionals programme supports artists in launching careers as industry apprentices, musicians and composers through professional training, mentoring and higher education partnerships. Liverpool Philharmonic employs over 80 musicians. Their creative and personal development is a priority. A range of opportunities is open to them including performing in the Orchestra, small ensembles, cross-genre collaborations, engaging in learning activities, Youth Company, In Harmony and our Music and Mental health programme. Their performance health and wellbeing is supported through a unique programme providing specialist training, medical advice, physiotherapy and performance psychology – the first UK symphony orchestra to apply sports and performance science to its musicians.

## Liverpool Philharmonic reflects the diversity of our City

In Harmony Liverpool provides free music education and instrumental tuition to over 1,550 children across eight settings in Anfield and Everton, two of the city's most disadvantaged communities. 22% of Liverpool Philharmonic Youth Company and In Harmony young musicians are from ethnically diverse backgrounds. 29% of audience members for the Orchestra's concerts in Liverpool are under 25. Leap into Live Music reaches over 2,400 people annually from the most disadvantaged communities in our city, providing reduced price tickets and support in concert attendance. Over 50% of our board members are women. Over 4,500 people with disabilities are members of our Access Scheme, which provides support to help them attend concerts safely and comfortably. 60% of our Artists in Residence over the last 3 years have been from minority ethnic backgrounds. We present one of the most diverse programmes of any music organisation outside London across our venues, representing rock/pop, folk, jazz, music from diverse cultures, chamber music, orchestral and choral music, film, spoken word and comedy, and much more. We are proud to co-produce events in partnership with community organisations from across the City Region, such as Africa Oyé, Liverpool Arab Arts Festival, Milapfest, and Pagoda Arts.

**Liverpool Philharmonic reaches more people than any other music organisation outside London**

**In 2021/22, over 140,000 people attended despite the challenges of the pandemic.**

**In 2021/22, 107, 817 participants of all ages took part in Liverpool Philharmonic's learning and community engagement programmes.**

**Over 17,000 children and teachers from 250 schools visit Liverpool Philharmonic every year to hear the Royal Liverpool Philharmonic Orchestra.**

**Liverpool Philharmonic employs over 290 people.**

**Over 700,000 people in over 170 countries listen to Royal Liverpool Philharmonic Orchestra recordings each month on Spotify, more than any UK orchestra outside London.**

**Over 17,000 people living with mental ill-health have benefitted from our music and mental health programme over the last 14 years.**



# What is the role?

## • Principal Role

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, acts as First Aiders, and coordinate additional pastoral care for activities as required (such as arranging volunteers, chaperones and meeting conditions of performance licences).
- Support all participants to engage with projects, particularly those who may have additional support needs.
- Lead agreed events and concerts including promotion, production of event schedules, staffing, licencing, 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.



# Skills and Experience

- Detailed below are the qualifications, knowledge / experiences and skills/ abilities we are looking for the post of Learning Projects Coordinator.

Knowledge / Experience	Essential	Desirable
Experience of successful administration and coordination	●	
Experience of working with children and young people		●
Experience of working within creative projects		●
Experience of working across a range of musical genres		●
Musical knowledge, interest and understanding	●	
Demonstrable interest in or experience of event management	●	
Understanding and experience of working within set budgets	●	
Knowledge and understanding of safeguarding practices		●
Experience of project evaluation and monitoring		●
A good working knowledge of Microsoft Word, Excel, and Outlook	●	
Skills / Abilities	Essential	Desirable
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	●	
Ability to read music		●
Demonstrable commitment to working within our four values of: Passionate about music, Excellence, Ensemble and Welcoming	●	

# Key Information

- **Salary**  
£20,800
- **Employment type**  
Full-time, permanent
- **Hours**  
The standard contracted hours for this post are 35 hours per a week. There will be a requirement to undertake regular evening and weekend work and this will be included in the post's 35 hour working week. You may be required to work over and above these hours but you will receive time off in lieu for this.
- **Annual Leave**  
26 days plus bank holidays
- **Pension**  
Access to a Group Pension scheme whereby employees are auto enrolled and can enjoy employer contributions.
- **Notice period**  
One month
- **Place of Work**  
Liverpool Philharmonic Hall or any reasonable location dependent upon the requirements of the post
- **Whole Time Service**  
During your employment with Liverpool Philharmonic, you must not, without written consent from the Chief Executive, undertake any outside work, paid or unpaid. Work of a literary or artistic nature is excluded from this condition, provided it does not create a potential conflict of interest.
- **Health Cash Plan**  
Following two years' service you will have access to a health cash plan with an award winning supplier. This provides cash back towards everyday healthcare bills and a range of other wellbeing benefits.
- **Training and Development**  
We offer a dedicated training and development fund to support the growth and progression of our employees.
- **Cycle to Work**  
Access to a Cycle to Work Scheme enabling you to save 25-39% of the cost of a new bike and spreading the cost over a 12 month period.
- **Rail and bus services**  
Access to the Merseytravel Season Ticket enabling the cost of annual season ticket to be spread over a period of 12 month and discounted monthly travel on Arriva bus services.
- **Length of service awards**  
Employees are provided with additional time off and cash incentives at various long service milestones.
- **Complimentary staff tickets**  
Complimentary staff tickets are available and employees are encouraged to attend events.



# How to Apply

You are required to complete our **Equal Opportunities Monitoring Survey**. Please [click here](#) to complete this.

Please [click here](#) to submit your application.

You will be required to input your personal details and then asked to attach documents. Please submit the following documents:



A CV which doesn't include any personal details such as your name, date of birth, gender, address or phone number.



A maximum of 500 words detailing how you meet the requirements of the job.

If you require any support with this process, please contact [recruitment@liverpoolphil.com](mailto:recruitment@liverpoolphil.com)

**Applications are due by 9am Monday 20 February 2023.** No applications will be accepted after this time.

All applicants must have the right to work in the UK.

## Interviews

Short-listed candidates will be **invited to attend an interview Tuesday 28 February or Wednesday 1 March 2023** which will be held at Liverpool Philharmonic's offices.

### Equal Opportunities Statement

Liverpool Philharmonic is committed to striving to represent modern Britain in all its diversity. Liverpool Philharmonic is committed to equality of opportunity and welcomes applications from all suitably qualified candidates, irrespective of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation. In seeking to be representative of the Liverpool city region, applications from members of minority ethnic groups are particularly welcome as they are currently underrepresented within the creative industry. The appointment will be made on merit with independent assessment, openness and transparency of process.

### 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.





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The work of Liverpool Philharmonic is supported by:



Liverpool  
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