



Recruitment
Pack
**Admin
Assistant**

Closing date
1pm Friday 30th October*



About York Music Hub

York Music Hub is a strong, inclusive partnership of key providers of music education within the city of York. It was established to provide and sustain musical diversity and excellence and to enhance the education, life experience and self confidence of children and young people through music making.

The Hub is only as good as its partners, all of whom, in a variety of different ways, inspire, improve and enhance the lives of young people. The role of the Hub is to support, commission, enable and showcase their work. We believe that by working together, combining and pooling experience and expertise, we are more likely to achieve our shared goals.

York Music Hub's priorities are as follows:

Engagement: To involve more children and young people in making and enjoying music

Quality: To raise standards and improve the quality of music making in the city and to maintain a high level of safeguarding

Performance: To provide more opportunities for performance to showcase talent and reach a wider audience

Support: To develop a more widely understood package of support for schools and other providers in the city

Branding: To increase awareness of the Music Hub and its role in promoting music education in the city

Planning: To gather and use data more effectively to improve needs analysis and inform planning

Admin Assistant - Job Description

Salary: £19,500 pro rata (0.2 FTE/8 hours per week)

Please note that this is a fixed term post up to the **end of March 2021** with a possibility of extension beyond that depending on future funding agreements. The appointee to this position will be required to participate in an annual performance review programme.

Please send a completed application form to vacancies@yorkmusicHub.org.uk by 1pm on Friday 30th October 2020.

***Early applications are encouraged. In the event of a high volume of applications for this position we reserve the right to close this job before the closing date. Please check our website for current status before submitting your application.**

Main Duties And Responsibilities

Required skills:

- To provide a professional first point of contact to the Hub through office, telephone, email and social media channels.
- To provide and maintain effective and efficient support for the Hub, including but not limited to: general office and secretarial support including maintaining filing systems; word processing; communications (including social media and newsletter); financial management; agenda setting and minute taking for meetings.
- To work with the team to maintain the hub web page and databases.
- To provide timely professional services for Hub projects and events such as:
 - the design and production of publicity material;
 - word processing/desktop publishing services;
 - minute/note taking.
- To work flexibly as a member of the Hub team and take appropriate individual initiative which contributes to maintaining the effective work of the Hub.
- To undertake appropriate and relevant development, training and courses.
- To undertake any other such task as may be requested by the Director or your line manager.

Desirable skills:

- Experience with completing fundraising bids to charitable organisations.
- Experience designing/producing publicity material, including print and online.
- Experience managing and utilising social media channels in order to increase engagement.
- Musical experience and an understanding of music education in a school/music centre context.

Any offer will be contingent on completion of satisfactory DBS and reference checks.

We regret that we cannot contact applicants individually about their applications. If you have not heard from us within 14 days of the job closing, please assume that you have not been successful on this occasion and keep an eye out for future vacancies.