



Department for Levelling Up, Housing & Communities

Role Title	Freelance Project Co-ordinator
Purpose of Role	To lead delivery of the Orchestra's Windrush Reggae Choir project
Salary Hours	£5200 (enhanced living wage ex London) paid monthly pro rata 2 days per week (52days) over 6 months worked flexibly
Reporting to	The Orchestra Leader
What you will be doing	<p>General</p> <p>The Orchestra has secured a grant from the Government's Windrush Fund to develop a cross-generational vocal ensemble to sing in collaboration with the Orchestra.</p> <p>We wish to create a unique musical collaboration which will extend beyond the life of the project and establish a Windrush Reggae Choir.</p> <p>In outline the project will include:-</p> <ul style="list-style-type: none"> • a high-profile Orchestra performance to mark National Windrush Day on 22 June 2022. • a series of vocal workshops led by an established reggae performing artist in collaboration with BRO members to enable young descendants of the Windrush community and people from other backgrounds across the generations to develop musical skills in collaboration with the Malcolm X Elders and other relevant groups • creation of new repertoire for vocal ensemble and orchestra. • Organise the concluding gala performance • consultation with the arts and wider community in Bristol to establish aims, parameters, resources and sustainability of a community choir focused on reggae music. • an evaluation report to draw together learning from the project. • Creation of a visual record of the work <p>The project is expected to run for 6 months from commencement</p> <p>Tasks</p> <p>Co-ordinate the launch event in consultation with the MD, Trustees and Orchestra Committee</p> <p>Establish early links with proposed partner organisations</p> <p>Co-ordinate the Steering group meetings</p> <p>Develop an outcomes evaluation framework</p> <p>Develop a strategy for recruitment of choir members</p>



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	<p>With the Music Director, develop the workshop programme, establish timelines, and commission new music Plan key events throughout the programme Ensure timely reporting including budget management</p> <p>Reporting Establish the evaluation plan and outcome measures Submit a timesheet of hours worked to the Orchestra treasurer on a date to be agreed each month Prepare a short report on progress each month for the Department for Levelling Up, Housing and Communities (DLUHC) Prepare an evaluation report at the conclusion of the project</p>
Skills, experience & qualities needed	<p>You will have a strong background in arts project management You will have a strong commitment to equality and diversity You will be an enthusiastic supporter of community music-making and will have prior experience in this field. You will have a knowledge of the Windrush project context and an understanding of how to address the needs and aspirations of people whose lives have been affected as well as more broadly of working creatively with people from marginalised communities. You will have a background knowledge of music-making and performance You will have good communication skills and be able to work collaboratively within the Orchestra and with partner organisations You will show evidence of initiative and drive in delivering successful projects on time and in budget.</p>
When and where	<p>The orchestra rehearses in St. Paul's, Bristol. The project will be city-wide and a venue for the Choir is to be established. The project is to be run to very tight timescales and you will need to be available throughout the period of the project</p>
Support offered	<p>You will link with an identified member of the Orchestra Committee who will provide line management You will also have access to Trustees for mentoring and support if required. The Music Director will guide the development of the specifically musical aspects of the project deliverables. It is envisaged that a Choir Director will be engaged as part of the project You will have financial support for travel and incidental expenses but will be expected to use your own IT equipment and devices</p>
What you could get out of it	<p>An opportunity to contribute to the creation of a unique musical collaboration An opportunity to work with an established creative project in Bristol. An opportunity to work with a wider network of community organisations and creative partners. Development of your project management skills</p>
Other information	<p>www.bristolreggaeorchestra.com</p>



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How to Apply

Short CV and covering letter by email to
leader@bristolreggaeorchestra.com by 9th June

Person specification

Requirement	Essential	Desirable
Skills, knowledge, understanding and experience	<p>A commitment to the organisation and enthusiasm for the project</p> <p>Knowledge and understanding of community music principles and practice.</p> <p>Knowledge and understanding of key principles and practice in work with people of all ages and community organisations. An ability to work effectively as an individual within a network or team</p> <p>Effective written and spoken communication skills and willingness to participate actively in discussion</p> <p>Experience of project delivery in the creative arts</p> <p>Experience of project evaluation</p> <p>Good organisational skills</p>	<p>An interest in and understanding of reggae music creation and performance.</p> <p>A track record of successful project evaluation.</p>
Personal attributes	<p>Good, independent judgement with drive and initiative</p> <p>An ability to think creatively</p> <p>Tact and diplomacy</p> <p>A commitment to equality and diversity</p>	BAME heritage
Other requirements	<p>Willingness to act in the best interests of the organisation</p> <p>A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.</p> <p>Willingness and ability to learn, develop and examine own attitudes and the views of project stakeholders</p> <p>Willingness and ability to devote the necessary time and effort to the role.</p> <p>The post will be subject to DBS checks</p>	<p>Connections to St Pauls and the Bristol music scene</p>