

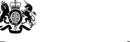
Department for Levelling Up, Housing & Communities

Role Title	Freelance Project Co-ordinator		
Purpose of Role	To lead delivery of the Orchestra's Windrush Reggae Choir		
	project		
Calany	f=200 (anhanced living wage by London) naid monthly are rate		
Salary Hours	£5200 (enhanced living wage ex London) paid monthly pro rata 2 days per week (52days) over 6 months worked flexibly		
Tiodis	2 days per week (32days) over 5 months worked nexisty		
Reporting to	The Orchestra Leader		
What you will be	General		
doing	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.		
	We wish to create a unique musical collaboration which will		
	extend beyond the life of the project and establish a Windrush		
	Reggae Choir.		
	In outline the project will include:-		
	a high-profile Orchestra performance to mark National		
	Windrush Day on 22 June 2022.		
	a series of vocal workshops led by an established reggae 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 		
	The project is expected to run for 6 months from		
	commencement		
	Tasks		
	Co-ordinate the launch event in consultation with the MD,		
	Trustees and Orchestra Committee Establish early links with proposed partner organisations		
	Co-ordinate the Steering group meetings		
	Develop an outcomes evaluation framework		
	Develop a strategy for recruitment of choir members		
	percisp a strategy for recraitment of thoir members		



Department for Levelling Up, Housing & Communities

	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
	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)
Chille and a diameter 0	Prepare an evaluation report at the conclusion of the project
Skills, experience &	You will have a strong background in arts project management
qualities needed	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.
When and where	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
Support offered	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
and a lil a	but will be expected to use your own IT equipment and devices
What you could get	An opportunity to contribute to the creation of a unique musical
out of it	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
Other information	



Department for Levelling Up, Housing & Communities

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

Person specification

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