



Programme Co-ordinator Bedford Music in Detention

Job Description

Responsibilities:

The Programme Co-ordinator is responsible for developing, delivering and promoting an engaging programme of regular participatory music activities with immigration detainees and in the local community. Using inter-cultural music making to build relationships and understanding between detainees and local people.

Location:	Central Bedford
Accountable to:	BCA CEO and MID Steering Group
Salary:	£23,000 PA pro rata
Status of post:	Initial one year contract subject to fundraising
Hours	0.5 Part-time & flexible (18.5 hours per week)

About Music in Detention (MID)

MID is a national charity which has been working with immigration detainees in Yarl's Wood Immigration Removal Centre and with excluded groups in the Bedford community since 2008.

About Bedford Creative Arts (BCA)

BCA is a contemporary arts organisation and charity. We run a programme of artist commissions and residencies, events, projects, and workshops that cater for new audiences and provide new opportunities for artists.

Background Information:

Over the past year a local partnership group has been working to create a local partnership to work towards the achievement of MID's strategic aims in Bedford, which are to:

- Ensure the delivery of regular participatory music activities with immigration detainees, to improve their wellbeing.
- Use music to build wider understanding of detainees, and lasting connections between them and people living near detention centres, to improve community relations.

- Develop the quality of participatory and inter-cultural music-making with and around detainees, to enable marginalised people to express themselves, listen to each other and share the experience of music.
- Govern and manage MID effectively, and secure the long-term continuation of its work through building dynamic and sustainable local partnerships.

Following a period of consultation earlier this year (report available on request), the partnership group is now working to formally establish and launch the partnership, and to engage a part-time Programme Co-ordinator to lead the work of the Bedford MID Partnership.

The position is funded for the first 12 months through seed funding provided by MID. It is intended that the Programme Co-ordinator will lead on fundraising beyond this with support from the Bedford MID Partnership.

The Programme Co-ordinator will be contracted to BCA, on behalf of the Bedford MID Partnership. BCA will provide office accommodation in Bedford Town Centre and management support. MID will provide extensive induction and support, sharing its accumulated experience of this challenging work, and working with the post-holder and partners to transfer the programme to local management. The workplan will be developed by the post-holder with the support of BCA and MID, and agreed and monitored by the partnership group. These arrangements are intended to ensure that the Partnership's progress is a collective responsibility, while the Programme Co-ordinator's work is effectively managed and supported.

This is a key appointment, responsible for planning and delivering the MID Bedford programme, and ensuring that resources are in place for the future continuation of the programme. The next twelve months will be a critical period where we demonstrate the benefits and impact of local partnership delivery and engage with new partners, stakeholders and funders.

1. You will lead on:

- 1.1 Fundraising and developing resources to ensure the continuation of the programme
- 1.2 Planning, project managing and delivering all elements of the programme
- 1.3 Marketing and communications, online and print
- 1.4 Project reporting and evaluation

2 The Role:

- 2.1 Manage the delivery of music activities for immigration detainees at Yarl's Wood IRC and with the local community in Bedford
- 2.2 Ensure music activities are of high quality, fit with MID's Good Practice Framework and are appropriate to participants' needs
- 2.3 Develop and manage additional music activities to create supportive relationships between detainees and the local community

- 2.4 Develop and maintain strong working relationships with Yarl's Wood IRC, music providers, artists, local partners, volunteers and supporters
- 2.5 Recruit and support volunteers from the local community to support the partnership group and help deliver music activities involving detainees

- 2.6 Work with the partnership group, BCA and MID to develop a fundraising strategy and relationships with funders
- 2.7 Write funding applications

- 2.8 Marketing - work with MID, BCA, partnership group members and partners to ensure positive coverage in press and media
- 2.9 Marketing - develop effective marketing to participants and stakeholders
- 2.10 Marketing - ensure that MID Bedford has a lively and regularly updated online presence

- 2.11 Reporting - work with MID, BCA, local partners and other MID local partnerships to implement evaluation and develop and disseminate good practice
- 2.12 Reporting - collect and maintain management and evaluation information on all activities as required in collaboration with MID
- 2.13 Reporting - organise meetings of the partnership group and any sub-committees, including planning agendas and preparing and circulating reports
- 2.14 Reporting - assist the partnership group in ensuring that its members are actively engaged and able to discharge their individual and collective responsibilities effectively

- 2.15 Participate in induction and guidance activity on MID's existing work programme
- 2.16 Work with MID and the MID Bedford partnership to achieve the transfer of this programme to the partnership

Reporting

The Programme Co-ordinator will report to the Chief Executive, Bedford Creative Arts and MID Steering group

Working Hours

This is a part-time position: 18.5 hours per week. We are open to flexible working and are happy to consider contracting the post holder on a freelance basis.

In view of the responsibilities connected with this position the post holder will be expected to work such hours as may be necessary and reasonably required including some evening and weekend events.

A probationary period of six months from issuing the contract applies.

If you want to know more about the post and the context, you are welcome to phone any or all of the following for further information from complementary perspectives:

- John Speyer Director, MID 07828 065624
- Dawn Giles or Jennie Stoddart, BCA 01234 818670

Apply with a letter of application outlining your specific experience and interest in the role as defined above.

In your letter of application we would like you to address each point in the person specification. We specifically want to know about your fundraising experience and any related experience you have in the fields of immigration detention, community engagement, participatory music and/or socially engaged arts.

Send this with your completed equal opportunities monitoring form and a CV (clearly marked with your full name) to:

Dawn Giles: dawng@bedfordcreativearts.org.uk

Closing date for applications: Friday 6th Sept. 2013

Scheduled interview date: Thursday 12th Sept. 2013

If possible we would like the successful candidate to attend the 17th Sept. Partnership group meeting in Bedford.

Due to the nature of the work this post is subject to a DBS criminal records check.