



**sound it out**  
community : music : changing lives

**JOB DESCRIPTION:** Outreach Officer (PART TIME)

**Responsible To:** Shine Programme Officer

**Responsible for:** Support staff, freelancers and consultants (as appropriate)

**Hours:** 22.5 hours per week

**Rate:** £17,500 pro rata @ 22.5 hrs p/wk  
(fixed term contract until March 2011) + on costs

**NB:** This post will work predominantly on Friday and Saturday afternoons and evenings, with the remainder of the hours to be worked during the week.

**KEY ACCOUNTABILITIES:**

1. Undertake development, delivery, administration and coordination of Sound It Out's Shine Programme in one of the five (5) centres across Birmingham (including recruitment, promotion, marketing, reporting and evaluation) as directed.
2. To actively implement the policies and procedures of Sound It Out, and to ensure that all contracted staff are following these policies and procedures.
3. With the support of the Shine Programme Officer and other Sound It Out staff, to establish links with the local community, and relevant other agencies (including the Youth Services, District Managers, NEET and other youth support agencies etc), to support the sustainability and growth of the Shine Programme in that community.
4. To effectively schedule weekly sessions as identified in the Shine Programme schedule, and to ensure weekly attendance and activity targets and overall programme milestones are met and achieved.
5. To work alongside the Shine Programme Officer, other Sound It Out staff and the other four (4) Shine Outreach Officers to support, develop and sustain the city-wide Shine Programme.
6. To have excellent time management skills and to comply fully with Sound It Out's policies around working hours, internal and external communications and other relevant policies.

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## **SPECIFIC DUTIES:**

### **Shine Programme:**

- To plan, schedule, organise and delivery of all key elements of the local Shine programme as directed (including the Open Mic Nights, Development Days, Seminars and Masterclasses, Group Music Sessions, equipment and transportation needs etc.), and to manage the day to day budget of your local programme.
- To undertake session by session supervision of musicians, guest speakers and artists, etc, employed on the local Shine programme and communicate any issues, problems or successes on a weekly basis to the Sound It Out Shine Programme Officer.
- To assist in the recruitment of musicians, guest speakers and artists, by liaising with the local youths as to their interests and communicating these to the Shine Programme Officer.
- To be responsible for the recruitment of local young people within the specified target range (including age, demographic and numbers) into your Shine Programme, and to encourage and support all project participants to actively engage in the project sessions and to be punctual, reliable and enthusiastic.
- To ensure that all young people are supervised appropriately by members of staff before, during and after each project session and take responsibility for ensuring that this supervision is adequate for health and safety guidelines and youth centre policy. [NB: While it is Sound It Out's policy to ensure all musicians employed by us have, or are in the process of obtaining a CRB check, young people must be supervised appropriately by a member of staff.]
- To organise/ provide adequate transportation for participants from the local Shine programme to attend external performances at other youth centre and city based venues as required. Ensure that young people are transported safely between venues (where necessary) for the project sessions and performances, with appropriate adult supervision, parental permission and insurance.

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- To mentor young people (including supporting young people in achieving an Arts Award), and carry out appropriate monitoring and evaluation in order to measure and document their progression.
- Ensure that parents/ guardians are made fully aware of the commitment that the project entails and ensure that project session details are communicated to parents/ guardians.
- Ensure that all parents/ guardians complete and return photograph permission slips so that the project can be photographically documented.
- To attend relevant local meetings, seminars and events in relation to the Shine Programme as the representative of Sound It Out as required, and attend relevant Sound It Out meetings.
- To attend and contribute to relevant Youth Centre team/strategy meetings, in consultation with Sound It Out.
- Communicate any unforeseen changes that will affect the delivery of participatory sessions directly to Sound It Out as soon as possible to allow artists to be notified.
- To establish, maintain and positively develop partnerships with external partners, stakeholders and funders appropriately and in accordance with Sound It Out policies.
- To liaise regularly with the other four (4) Shine Outreach Officers to ensure a coordinated citywide programme of activity, and to share programme successes and areas for development/issues/weaknesses.
- To monitor, collate and report on your Shine Programme to meet the requirements of Sound It Out, external partners, stakeholders and funders within agreed timescales. In particular to comply with the DCSF's monitoring and reporting criteria for the Shine Programme, including monthly and quarterly progress and financial reporting requirements (as directed and supported by the Shine Programme Officer and Office and Finance Assistant).

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### **Promotion & Public Relations:**

- To co-ordinate the promotion and public relations of your Shine Programme as directed and supported by the Shine Programme Officer (in consideration of Sound It Out Communications strategies, and in collaboration with the Programme Manager and CEO), including the planning and co-ordination of performances and promotional activities, within the local community that you are based.
- To work with the other four (4) Shine Outreach Officers in coordinating the joint performances and events scheduled within the overall Programme Plan.
- To contribute to Sound It Out's electronic updates, website, media releases and external articles as requested by the Shine Programme Officer.

### **General:**

- To provide regular verbal and/or written reports to your line manager / Sound It Out Team.
- To understand, actively implement and promote the policies and procedures of Sound It Out.
- To provide information, advice and guidance to musicians, artists and any other members of the public making an enquiry of Sound It Out as appropriate.
- To undertake general office, administrative, project related and other duties as and when required in a professional, punctual and diligent manner.
- To be available on weekends and evenings for activities and performances.

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