

PERSON SPECIFICATION



Job reference PC02/21

Job title: Programme Coordinator

ESSENTIAL	Measured by
QUALIFICATIONS & TRAINING	
An excellent standard of education including English Language and mathematics	A
An excellent standard of computer literacy including Microsoft office, social media etc	A & I & T

EXPERIENCE & KNOWLEDGE	
At least 3 years Project management experience, ideally within the charitable sector	A & I
At least 3 years' experience in supporting culturally diverse activities with children, young people and/or families with additional needs	A & I
At least 3 years' experience in assessing, monitoring, and evaluating outcomes and writing reports	A & I
Understands and is committed to the values of equal opportunities and diversity and can demonstrate alignment to Make Some Noise's values of Fun, pioneering, empowering and inclusive practice.	A & I
Understands and is committed to child protection, promoting the welfare of children and young people/vulnerable adults and health & safety	A & I
A broad understanding of Staffordshire and Stoke-on-Trent socio-economic issues	A & I
Significant experience of working with the minimum of supervision and with initiative	A & I
Experience of working as a flexible and collaborative member of a small team	A & I
Experience of data entry / working with databases	A
Experience of using social media in the workplace (Hootsuite, Facebook, Twitter etc)	A

SKILLS & ABILITIES	
Excellent communication skills, including being able to relate effectively to our stakeholders e.g., children and young people, freelance practitioners, partner organisations	A & I
Confident use of key software such as Microsoft Outlook, Word, Excel, PowerPoint, Zoom, social media and Microsoft Teams	A & I & T
Excellent organisational skills, including the ability to use own initiative and be proactive in the management of own varied and multi-layered workload	A & I & T
Committed to continuous professional development of self and others by keeping up to date, sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and is open to ideas and developing new skills	A
At least 3 years' experience in assessing, monitoring, and evaluating outcomes and writing reports	A
Works in a non-judgemental manner at all times	A & I
An enthusiasm for the value of music in the lives of children & young people	A & I
Has a positive outlook, is punctual and reliable	A & I
Ability to effectively working from home, remotely as well as various locations in response to pandemic-related restrictions	A & I
A clean driving licence and use of a car (essential to visit projects across the county)	A
Ability to work bank holidays, weekends and evenings as required	A & I



DESIRABLE	Measured by
QUALIFICATIONS AND TRAINING	
An entry level qualification (A Levels/BTEC or equivalent), or ongoing CPD in a creative and relevant area, for example: music, dance, movement, music theatre etc.	A
Project Management qualification i.e. Prince etc	A
EXPERIENCE & KNOWLEDGE	
Good understanding of Early Childhood Development (the physical, socio emotional, cognitive, and motor development of babies and toddlers between 0-5 years of age).	A & I
A good foundation in or understanding of multi-disciplinary music i.e., support the Early Years Foundation Stage and both adult led activities and pedagogies which respond to and nurture child-initiated music making incorporating role-play, expression, movement, and music to support development of both children, families and practitioners	A & I
Good understanding of relationship building and communicating with parents, childminders, nurseries and primary schools, children's centres, independent providers, local authorities, community centres and arts and culture venues to develop Early Childhood Development priority.	A & I
Experience of supporting children and young people through accreditation e.g. Duke of Edinburgh, Arts Award, AQA Awards scheme	A
Broad understanding of child and adolescence development	A & I
Experience of accreditation development	A & I
Experience of coordinating freelancer contracts and commissions	A & I
SKILLS & ABILITIES	
Ability to write funding applications (up to £5000)	A & I

The above attributes will be considered through Application Form (A), Interview/Activities/Presentations (I) Test (T)

