

APPLY NOW: WIRED4MUSIC OFFICE ASSISTANT

Wired4Music, hosted by Sound Connections, is recruiting a part-time office assistant. We are looking for a dedicated and enthusiastic council member seeking to expand their experience by working alongside the Youth Voice Programme Coordinator in the Sound Connections office at Rich Mix, based in Shoreditch. Your main duties will be to take a lead on coordinating member-led Wired4Music projects; scheduling meetings and rehearsals, booking spaces and chasing Wired members! Alongside this you will be undertaking essential council business such as overseeing the Wired4Music website, as well as the Wired4Music Facebook and Twitter accounts and helping with ongoing council tasks. **You must be signed up as a Wired4Music council member to apply for this role.** You can do so here www.wired4music.co.uk/sign-up/

Person Specification

- Some experience of administrative/office-based work
- Good IT skills to include Microsoft packages
- Experience using social media platforms for promotional purposes with some experience of Mailchimp preferable
- Reliability, honesty and ability to deal with confidential information sensitively
- A good understanding of youth voice and young people's participation
- Lots of initiative and an ability to work with a degree of autonomy
- Great organisational and time management skills
- Confident communicator
- Creative ideas and suggestions
- A commitment to the role and to youth voice
- A commitment to equal opportunities, diversity and inclusion
- Signed up as a Wired4Music council member

Job Description

- Coordinating up to 3 x member-led Wired4Music projects; scheduling meetings and rehearsals, booking spaces and chasing Wired members
- Assisting with the Wired4Music website and social media platforms; posting opportunities and news and scheduling tweets and Facebook posts
- Creating and sending the Wired4Music monthly newsletter using Mailchimp

- Maintaining accurate data and contact information for Wired4Music; updating mailing lists and ensuring all required information is captured and carried over from Mailchimp to the office databases
- Assisting the Programme Coordinator with the organisation and delivery of Wired4Music meetings, events and projects
- Assisting the Programme Coordinator in booking Wired4Music Ambassadors and Advocates to represent Wired4Music and Sound Connections at partner events / projects
- Documenting Wired4Music meetings, events and projects and writing articles, reports or notes in good time to ensure all actions and plans are captured and sent to Wired members as well as being published and saved accordingly
- This is not an exhaustive list and you may be required to perform other duties to support the Youth Voice Programme Coordinator and Programme Manager as well as the wider team including Sound Connections' Director and Trustees

How to apply

To apply, email info@wired4music.co.uk with the following:

1. Name, DOB, email address, mobile number
2. A tailored CV and cover letter outlining how you meet the person specification
3. A short statement (no more than 200 words) explaining why you want this opportunity to work with Sound Connections and Wired4Music

This is a part-time, 1 day per week position for an initial fixed term period of 1 year. Sound Connections is a Living Wage employer and this post is paid at £66 per day.

The deadline for applications is 5pm on Monday 7 September, 2015.

If you have any questions, please contact Programme Coordinator Jess Loveless on 020 7729 7220 or email info@wired4music.co.uk.