



Job Description

NEKO Trust (NEKO) - Outreach Officer

Responsible to

Chief Executive & Creative Director – NEKO

Purpose of Job

You will be NEKO's point of contact with the community it serves to raise awareness of our programmes, in particular, those that work with early-career individuals wanting to develop a career in the music industry both onstage and offstage. You will encourage suitable participants to apply for our flagship programmes ensuring they feel supported throughout so as to alleviate any barriers to application.

You will build relationships with music industry employers, music-related online forums, music venues, educational establishments and community partners, in particular, those in and around Wandsworth where NEKO is based. You will also identify and secure the involvement of respected industry professionals who can champion our initiatives and increase our profile.

You will do so through the creation and facilitation of an Outreach Framework that includes setting goals and objectives, stakeholder collation and coalition, communication strategies, in-person workshops and presentations and impact measurements.

About NEKO

NEKO identifies, supports, and trains the next generation of music industry talent both on and off stage. It runs a historic creative site in Wandsworth where a community of 50 artists work out of writing rooms, studios, and production suites. We focus on early-career artists but are also home to more established creatives. Our affordable rents are subsidised by rehearsal studio income on the same site. NEKO has a history of supporting and developing some of the industry's top production talent having already run a highly regarded Touring Production Course. We are linked to some of the UK's most exciting music artists including Nothing but Thieves, Glass Animals, Bastille, Frank Carter & the Rattlesnakes, James Morrison, Never Not Nothing, King Nun, Ed Sheeran, Adele, Biffy Clyro and MUSE.

About Our Projects

The COVID-19 pandemic represents the biggest threat to the UK's cultural infrastructure, institutions, and workforce in a generation. And while the current focus is on offering much needed financial aid it is important that the music industry emerges better and more resilient than ever before. For NEKO this means improving diversity and inclusion across the industry.

In response, NEKO will launch two pilot programmes of activity taught by sector-leading partners that aim to accelerate the employment opportunities of a diverse group of emerging onstage and offstage individuals through affordable training, practical workshops, creative collaboration, expert masterclasses, and workspace provision.

By doing so NEKO and its partners will tackle the lack of opportunities open to people impacted by socio-economic challenges, address the skills exodus of talent due to COVID-19 (and the general shortage of talent pre-COVID-19) with those looking to get a foothold in the live events industry who might otherwise not be able to.

Areas of Responsibility

- Create the Outreach Framework including goals and objectives, stakeholder collation and coalition, communication strategies and impact measurements.
- Research, collate and record a master database of outreach contacts
- Draft and finalise correspondence materials that are informative and engaging
- Dispatch correspondence materials as aligned to the Outreach Framework
- Follow up all correspondence as aligned to the Outreach Framework
- Secure commitments from individuals and organisations to raise awareness of the work of NEKO
- Follow up with individuals and organisations to gain their feedback
- Support those applying to the project helping with their application as necessary
- Write a report on the completion of your engagement

Person Specification

The role is suitable for an individual with experience in research, marketing, and outreach. You will be used to working on projects that use a range of methodologies to engage diverse participant groups in community settings, formal education, and the creative or cultural industries. As such you will be comfortable engaging with a wide range of people and confident in articulating the benefits of our projects and encouraging those that might apply. You will be a highly organised individual who enjoys working out solutions based on your own instincts but backed up through research and evidence of benefit. You have excellent attention to detail and good written and spoken English and are comfortable presenting to a group and working with diverse groups of people with different creative opinions.

Essential

- Degree in a music-related field or equivalent professional experience.
- A keen live events-goer with a passion for music and in particular the work of early-career onstage and offstage individuals
- Impeccable writing and organisational skills.
- Proficiency in research, research report writing, and analysis.
- Experience in delivering outreach work
- Team-working and communication skills.
- Experience in managing a project from inception to post-project completion.
- A good understanding of MS Office package
- A good understanding of video communications (Zoom/Teams etc.)

Outline Terms & Conditions

Contract	Six months, with the potential to extend dependent on funding
Start Date	ASAP
End Date	December 2021
Part-time	Three days per week
Salary	£25K pro-rata
Place of Work	Remote working initially then NEKO offices in Wandsworth, COVID-19 restrictions permitting
Report to	Chief Executive & Creative Director – NEKO
Supported by	Onsite operations team
Hours of Work	9am - 5pm /10am - 6pm (working days will vary and may include some evenings and weekends/evenings)

The application process will then be via a CV and a short covering letter (two sides of A4 max) emailed to recruitment@nekotrust.org explaining how you meet the person specification with **OUTREACH OFFICER** as the subject line. The closing date for applications is midnight on Monday 28 June 2021. Interviews will take place sometime in that week via video with a start date as soon as after that.

NEKO is an equal opportunities employer and therefore is committed to promoting equality of opportunity and diversity and tackling any forms of discrimination within our working environment, whether on grounds of race, gender, sexual orientation, gender reassignment, disability, age, class, religion or belief. These principles underpin our professional behaviour and are embedded in our policies, procedures, day-to-day practices, and external relationships.

We therefore actively encourage applicants from all protected characteristics and commit to providing any reasonable adjustments required during the application and assessment process, and upon joining NEKO.

We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please write to The Chief Executive & Creative Director, NEKO Trust, 5 Church Row, Wandsworth Plain, SW18 1ES.

NEKO is committed to safeguarding the welfare of participants and partners. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013)