

# Project Coordinator, NewYVC (Freelance)



Spitalfields  
music

## Project Coordinator, NewYVC (Freelance)

The NewYVC Project Coordinator coordinates the day-to-day delivery of NewYVC, working alongside the Co-Directors to support participants, coordinate the practical delivery of the programme and help NewYVC grow.

NewYVC is an inclusive, open-access vocal collective based at Spotlight, Tower Hamlets. We believe that musical excellence grows from creating an environment in which every young person feels welcomed, supported and challenged.

Working collaboratively with the NewYVC Co-Directors, Chief Executive & Artistic Director and General Manager, the Project Coordinator is responsible for the operational coordination of NewYVC. The role supports participants and families, coordinates the practical delivery of the programme and helps NewYVC grow through effective administration and participant engagement.

**Reports to:** General Manager

**Works closely with:** NewYVC Co-Directors, Chief Executive & Artistic Director, participants, parents/carers and partner organisations including Spotlight and schools in East London.

## Programme Coordination

- Coordinate the day-to-day operation and administration of NewYVC
- Attend all weekly rehearsals, performances and other programme activity as required, supporting the smooth operational delivery of each session
- Act as the main point of contact for participants, parents/carers and prospective members
- Coordinate communications between the Co-Directors, participants, families and the Spitalfields Music team
- Arrange meetings and coordinate planning between the Co-Directors and the wider Spitalfields Music team
- Liaise with Spotlight regarding rehearsal arrangements and operational matters
- Coordinate the practical delivery of termly sharing performances and support the organisation of any additional performances or projects as required
- Maintain accurate participant records, including emergency contacts, consent forms, photography permissions and attendance records
- Maintain records relating to safeguarding, including DBS records for relevant staff and freelancers

## Participant Experience & Community

- Foster a welcoming, inclusive and supportive environment where every young person feels encouraged to participate and develop
- Build positive relationships with participants and families, acting as a consistent point of contact throughout the year
- Welcome new participants and support their successful integration into the collective
- Monitor attendance and engagement, following up sensitively with participants and families to encourage continued participation where appropriate
- Work collaboratively with the Co-Directors to identify barriers to participation and support initiatives to improve recruitment, engagement and retention
- Support the delivery of NewYVC's recruitment activity, working alongside the Co-Directors to build relationships with schools, youth organisations and community partners, coordinate recruitment communications and respond to enquiries from prospective participants.
- Support the collection of photographs, video and participants stories for marketing and advocacy, ensuring the relevant permissions are in place

## Organisational Responsibilities

- Work alongside the Co-Directors to ensure activities are appropriately planned, resourced and delivered
- Contribute information for funding applications, monitoring and evaluation, advocacy and reporting as required
- Contribute to the ongoing evaluation and development of NewYVC, using attendance data and participant feedback to inform future planning
- Ensure participant information is managed securely and in accordance with data protection legislation and organisational policies
- Act as an ambassador for NewYVC and Spitalfields Music, ensuring communications reflect our values
- Adhere to all Spitalfields Music policies and procedures, including safeguarding; health and safety; equality, diversity, inclusion and belonging (EDIB); and data protection
- Report safeguarding or welfare concerns promptly in line with organisational procedures, working collaboratively with Spotlight staff

# Person Specification

## Essential

- Excellent organisational skills and attention to detail
- Strong interpersonal and communication skills
- The ability to work independently while contributing positively to a small team
- A commitment to safeguarding children and young people
- Willingness to undertake safeguarding training and an Enhanced DBS check if required

## Desirable Experience

- Experience of working with children and young people
- Experience supporting young people with Special Educational Needs and Disabilities (SEND) or additional needs
- An existing Enhanced DBS certificate
- Experience working within the arts, music, education or community sectors
- Experience building welcoming, inclusive communities or supporting participant engagement
- An interest in music, singing or the performing arts
- An understanding of safeguarding and data protection principles

## Terms of Appointment

- Freelance appointment
- Fee: £150 per day
- Commitment: A minimum of 10 days per academic term
- Attendance at weekly Tuesday evening rehearsals during term time is an essential requirement of the role
- The remaining work may be undertaken flexibly by agreement with the General Manager
- Additional paid days may be agreed where required to support performances, projects or other programme activity beyond the core NewYVC programme

## How to Apply

We want to make this process as inclusive as possible.

Applications can be made in writing, by video, or by audio file. Please keep written submissions to max. two pages of A4, and video/audio to c. 3 minutes. We're not judging your editing skills; a simple recording on a phone is fine!

Please send us your CV and a personal statement - tell us why you want the role, what your interest is in Spitalfields Music and the wider arts sector, and what you feel you could bring to our team, alongside something about yourself.

Please email this to [recruitment@spitalfieldsmusic.org.uk](mailto:recruitment@spitalfieldsmusic.org.uk), alongside the [Equal Opportunities Monitoring form](#). This form will not be disclosed to anyone involved in assessing your application.

