

JOB DESCRIPTION



Enriching young lives

| | |
|------------------------|----------------------------------|
| Job Title: | Music Producer |
| Department: | Operations |
| Responsible to: | Head of Operations |
| Status: | Permanent |
| Location: | Bolton Lads and Girls Club Sites |

About Bolton Lads and Girls Club

Bolton Lads and Girls Club is a youth club and registered charity centrally located in Bolton. Over 130 years ago, we were one of the first organisations in the North West to recognise the importance of providing young people with a safe haven to spend their free time.

We are one of the largest youth clubs in the United Kingdom, with a membership of over 3,500 young people. Based in Bolton's town centre, we are open 7 days a week, 52 weeks a year and welcome all young people aged 8 to 19 years old (up to 21 for young people with disabilities).

We offer a range of targeted and universal provisions including sports, NCS, arts, targeted youth support and community outreach work.

We're a registered charity and state-of-the-art Youth Club in the heart of Bolton and our state-of-the-art £5 million building provides young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers

Why work for us:

Bolton Lads and Girls Club were the first youth organisation awarded 'Youth organisation of the year' by UK Youth and is the proud recipient of the Queens Award. Our Organisation has a strong reputation both within the borough, regionally and nationally, for a high quality, innovative offer and exceptional talent development.

You will be running and exceptional, high quality music and multimedia offer for children and young people ensuring continuous high-quality output and ongoing talent development for our members in our brand-new purpose-built music and multimedia suite.

All staff have free access to our high-quality gym, during the day, you will also be enrolled into our pension plan and free holiday club care for our employees with children aged 8-12. We have a fantastic track record for professional development and training opportunities, and we are committed to developing our team. Come and join us in a fun working environment, where no two days are the same!

Our Vision and Values

Vision: Every young person in Bolton has the opportunity to be the best they can be.

Mission: We will provide great places to go, positive things to do, and people that care.

Our Principles:

- Keep things simple.
- Always do the right thing.
- Offer excellent customer service.
- Provide an environment for people to be the best they can be.
- Be exceptional in the moments that matter.

Our Values:

Driven

We don't give up and we do whatever it takes.

Caring

Genuine people, who care make the difference.

Empowering

We enable people to be the best they can be.

Excellence

We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

Fun

If you enjoy what you do, you do it better! Work is serious and we do it with a smile on our face.

Main Purpose of the role:

Main Purpose of the Role:

To develop and deliver an exciting and engaging production programme of activities aimed at young people aged 8 – 19 years at Bolton Lads and Girls Club to ensure young people receive a high-quality service. To oversee and deliver within the New Music recording suite, and associated activities and events. To utilise Music and production skills in the wider youth work agenda supporting and encouraging young people to express themselves, explore issues and facilitate personal development by developing their skills in music production, recording and engineering.

Key Responsibilities:

- To plan, coordinate and deliver a comprehensive music production, recording and engineering programme for young people aged 8 to 19 (up to 21 with disabilities) at BLGC which will enable them to build their confidence, social skills and overall wellbeing.
- To ensure that the programme is high quality and meets the needs of the young people, including young people with additional needs and disabilities and young people who typically don't engage in the arts.
- To ensure that the programme contributes to the wider youth work agenda, supporting the development of personal and production skills of young people
- To ensure all sessions are equipped with a range of resources and activities to engage, develop and inform young people
- To maintain a comprehensive and detailed up-to-date inventory of all equipment within the department, and ensure it is well maintained and secure

- To ensure all music and multimedia delivery in the club is safe and complies with BLGC policies
- To organise events, challenges, competitions and showcases, both internally and externally on a regular basis
- To support promotionally plan and work in the community to attract young people
- To motivate, encourage and support young people to participate fully in sessions
- To network with local appropriate groups and community providers and other partner organisations to develop joint working programmes
- In conjunction with other partners, identify, support and develop talented young people
- Carry out any other reasonable duties as requested by management
- To work with youth work manager to plan and deliver specific funded projects
- To support, deliver and evaluate funded projects, according to objectives and provide reporting on specific projects
- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
- A willingness to work unsocial hours during evenings and weekends is required
- The ability and willingness to travel to meetings and events both in the region and beyond.
- To adhere to BLGC policies at all times, with reference to Health and Safety, Safeguarding and Equal Opportunities

Person Specification: Applicants should be able to demonstrate that they can meeting the following:

Person Specification

| Selection Criteria* | Essential or Desirable | Method of Assessment |
|---|------------------------|----------------------|
| A = Application Form I = Interview | | |
| Experience | | |
| Extensive experience of delivering creative (music production, recording and engineering) activities in line with relevant guidance and good practice | Essential | A & I |
| Proven experience of engaging vulnerable, disengaged or hard to reach young people | Essential | A & I |
| Experience of working with young people | Essential | A & I |
| Experience of monitoring and evaluation processes | Desirable | A & I |
| Experience working in partnership with external agencies | Desirable | A & I |
| Experience managing externally funded projects | Desirable | A & I |
| Educational / Vocational Qualifications | | |
| A relevant qualification in music or media discipline or relevant experience | Essential | A |

| | | |
|---|-----------|-------|
| Skills | | |
| Excellent communication skills to deliver activity programmes to a wide range of young people | Essential | A & I |
| Ability to motivate and engage staff, volunteers and young people through music | Essential | A & I |
| Strong commitment to young people and ability to engage and build positive relationships with disengaged young people | Essential | A & I |
| Ability to plan and deliver events, such as concerts, festivals, fundraisers and talent competitions | Essential | A & I |
| Ability to coach and develop group of young people | Essential | A & I |
| Ability to manage and organise several tasks at a time | Essential | A & I |
| Knowledge | | |
| Knowledge and experience of music production, recording and engineering and how to teach these skills | Essential | A & I |
| Sound knowledge of music qualifications and the quality standards expected for the successful delivery of accredited music activities | Desirable | A & I |
| Knowledge of monitoring and evaluation | Desirable | A & I |

*Selection criteria for guidance only, alternative methods may be used to assist the selection process

General:

In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS.