



South East Junior Associate

(Kickstart)

Application Pack 2022

If you need this information in a different format, please:

Call Gail on 07859 951971

or

email recruitment@soundcastle.co.uk.



Dear Candidate,

We are delighted you are interested in applying for the South East Junior Associate role as part of the Kickstart scheme. Our work in the south east of England moves between Worthing, Newhaven, Eastbourne and Hastings. We will adapt the role to focus on the closest areas to the candidate. In this recruitment pack you will find:

- An overview of Soundcastle and the work we do
- A Job Description
- A Person Specification
- How to Apply

We will accept applications on a rolling basis. If you are shortlisted, we will let you know as soon as possible.

Soundcastle is an Equal Opportunities employer and is committed to equality and diversity within our workforce and all opportunities. We welcome applications from all members of the community. We make appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently underrepresented in the arts.

About the Kickstart Scheme

The Kickstart Scheme provides funding to employers to create jobs for 16 to 24 years old on Universal Credit who are at risk of long term unemployment. In order to be considered for the roles, you must fall under the specified category and contact your work coach at the job centre.

The funding covers 25 hours per week for 6 months on National Minimum Wage or National Living Wage depending on the age of the participant, associated employer national insurance contributions and minimum automatic enrolment pension contributions.

Further funding is available for training and support so that young people on the scheme can get a job in the future.

If you have any questions about the application process or role further to reading this pack, please do contact us at recruitment@soundcastle.co.uk.

We look forward to receiving your application,

With Best Wishes,

A handwritten signature in black ink that reads 'Gail MacLeod'.

Gail MacLeod, Soundcastle Co-director
On behalf of the Soundcastle team.



About Soundcastle

As Soundcastle, we facilitate long-term embedded creative music-making programmes to support positive mental health and wellbeing. We place community members at the heart of the creative process, promoting ownership and autonomy, reducing isolation, and enhancing wellbeing, connectedness and resilience. We work in partnership with communities, educational, social care and cultural organisations in London, Bristol, and the South-East. We provide support and professional development music educators and community musicians through our online network, reaching musicians across the UK and internationally.

Our Values

- **Collaboration** – We work as a team.
- **Autonomy** - We celebrate difference. We support individuals in our community projects to find their own way through their creative music-making journey. We also celebrate autonomy within Soundcastle; supporting team members to find their own pathways and ensuring all voices are heard and valued.
- **Sustainability** –We believe in establishing programmes and working practices that create long term positive change in communities and in the arts sector more widely.
- **Challenge** – We encourage open and honest conversations within Soundcastle and in our community settings.
- **Optimism** - We do all the above with the fundamental belief that everyone is doing the absolute best they can for their communities and organisations. We hold all community members, partners and collaborators in positive regard and believe that together we can make positive social change.

S|O|U|N|D|C|A|S|T|L|E



About Musical Beacons London

Musical Beacons is a programme designed for families, running in the heart of communities. In London the projects partners with housing associations, children's centres and schools. We actively work to remove barriers families may face in accessing musical experiences by finding spaces that support their access needs and taking an inclusive approach to all our music making. Musical Beacons supports family and community connections, enabling leadership skills to flourish in children and encouraging creativity in everyone. This project includes children aged 0 – 10 and often engages with early years and young children who are neurodiverse and may face additional barriers through disability.

More info at: <https://soundcastle.co.uk/what-we-do/musical-beacons/>



About the Soundcastle Community

The Soundcastle Community is an online wellbeing and development space for community musicians and music educators. It's hosted by the Soundcastle team and is made up of 250+ members from around the world, keen to meet, share and explore practice. Through the Soundcastle Community we host live training events, pop-up training sessions and weekly Community Cuppas that bring people together. It's also full of brilliant video content, from Book Club (where we interview community music researchers to bridge the gap between research and practice) to Connecting Chats (where we interview community musicians about their journey).

[Join the conversation here!](#)



**people's music
collective**

About People's Music Collective

The People's Music Collective is a Soundcastle programme based in Worthing which celebrates the creativity, resilience and voice of people who have a mental health diagnosis. We use collaborative music-making to strengthen mental health recovery and reduce social isolation during challenging times. Our community members work together to build trust, playfulness and creativity, leading to the creation of brand new music and all levels of experience are welcomed. Members of the band have told us that the programme has been transformative, leading to new friendships, increased confidence and feeling part of an artistic community.

More info at: <https://soundcastle.co.uk/what-we-do/the-peoples-music-collective/>



Junior Associate (Kickstart Placement)

Job Description for South East

Soundcastle seek to recruit for two part time Junior Associate roles supporting our Musical Beacons family music-making programmes based in Newhaven, Eastbourne and Hastings and the People's Music Collective based in Worthing. The role also includes supporting the Soundcastle Community - our digital space for community music practitioners.

Role Summary: This role involves supporting the delivery of live projects alongside professional development through coaching and mentoring alongside time to develop and grow your creative skills and learn more about the community arts sector.

Team Members: You will work closely with Soundcastle Co-director, Hannah Dunster, and the Soundcastle Associate Facilitators working on Musical Beacons and People's Music sessions. You will also work remotely with the Soundcastle Community hosts and central Soundcastle administration team based in Hastings.

Salary: £9.90/hour (UK Living Wage)

Employment Term: This role is offered for a fixed term period of 6 months.

Probation Period: 2 months, during which either party may terminate the contract with one weeks notice. Notice period is one month following the successful completion of the probation period

Working hours: 25 hours per week, over 4 days per week. Exact / times tbc.

Pension: 4% employer contribution

Annual leave: 30 days per annum, including bank holidays (pro rata for part time employees).

Location: Remote working, with some travel to project locations within the South East including Worthing, Newhaven, Eastbourne and Hastings.

Equipment: We can provide a laptop and software which will be required to complete this role.

General Responsibilities:

- Supporting programme administration, including session scheduling and communication with programme facilitators / venues.
- Supporting session set up (online or live)
- Note taking during team reflection sessions
- Supporting and developing local and regional partnerships.
- Assisting with monitoring and evaluation processes, including gathering and collating data (this could be online or paper surveys, interviews or registers).



- Capturing images of our sessions through photo or film where appropriate.
- Acting as a host on the Soundcastle Community. For example, commenting, liking, and encouraging discussion on our members posts.
- Creating content for the Soundcastle Community. For example, this could be blogs about sessions you have been involved with, interviews with industry professionals or sharing examples of your creative practice.

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Professional Development Requirements:

- **Coaching and Mentoring to Build your Creative Skills**
Through coaching from the core director team, you will identify a specific focus for the 6 months which might look at how you might hone particular skills you need to build in musicianship, composition or music production
- **Career Development Sessions**
We will be running sessions looking at the community music sector and how to manage a portfolio career.
- **Silver Arts Award and CV Development**
All your professional development activities will be collated into a portfolio which may be put forward for a Silver (Level 2) Arts Award (<https://www.artsaward.org.uk/site/?id=66>). This also includes creating a competitive CV to take forward for your next job application.

Person Specification:

Essential

- An interest in gaining music making skills
- A willingness to learn and make mistakes
- An interest in being part of a community music programme
- Good organisational skills including the ability to prioritise effectively.
- Good level of digital literacy - including Microsoft Office and Google Drive.
- Sensitivity and ability to communicate with a diverse range of people, including working across language barriers
- Collaborative working skills.
- Reliability and self-motivation.



- Flexibility and ability to adapt plans when challenges arise.
- Excellent timekeeping.
- Enthusiasm for supporting Soundcastle to make the impact of our community practice more visible.

How to Apply

Application deadline: Rolling basis

To apply for this role please email the following information to recruitment@soundcastle.co.uk :

- Email a completed application form including your Referral number.
- If you choose to make a video it is likely it will be too large to send via email. You might choose to share it with us in the following formats:
 - Unlisted YouTube link
 - Use wetransfer.com to send us the direct file. This service is free.
 - Share a GoogleDrive link. Please give us permission to download it.
 - A dropbox link or file transfer
- An Equal Opportunities Form. This information will be anonymised and will not be seen by staff directly involved in the appointment. It will only be used to provide information for monitoring and evaluation purposes.

Proposed interview dates: To be confirmed

If you are not available during these dates or have specific availability within these times, please let us know with your application.

Applicants invited to interview will be given the opportunity to specify any access needs. We will endeavour to do all interviews in person but may request to move it online if necessary. We encourage you to apply as soon as you are able as applications are reviewed on a rolling basis and in the event of a high number of applications we will close the process before the deadline.

References and Disclosure & Barring Service check

Offer of employment will be made subject to satisfactory references and a clear DBS check which will be sought for a successful applicant.

Start Dates: We expect to have someone in post by the end of March 2022.

Data Protection: Your application and any associated personal information will be stored and processed in accordance with our Data Protection Policy and destroyed after six



months. If you are employed by us, the information you supply will be kept securely and will form part of your employment record.

Equal Opportunities Statement: Soundcastle is an Equal Opportunities employer and is committed to equality and diversity within our workforce and all opportunities. We welcome applications from all members of the community regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic. We make appointments based solely on ability to fulfill the duties of the post. We actively welcome applications from individuals with backgrounds currently underrepresented in the arts.



Disability Confident: We are committed to the employment and career development of disabled people. As members of the disability confident scheme, we guarantee to interview a fair and proportionate number of disabled applicants who meet the minimum criteria for the vacancy. Please let us know if you would like your application to be considered under this scheme. If you tell us that you have a disability, we can make reasonable adjustments at interview and, if you join us, to where you work and to your work arrangements. If you require us to make reasonable adjustments at interview, then please let us know what those adjustments will be.

Further Questions:

If you have any questions regarding any aspect of this role or the application process, please:

Call Gail on 07859 951971 or Hannah on 07861 354775

or

Email: recruitment@soundcastle.co.uk

Find out more at:

www.soundcastle.co.uk

See you on our socials @SoundcastleTeam

