

PROJECT CO-ORDINATOR (Play it again SAV!)

Position:	Project Co-ordinator
Responsible to:	Director Scotland
Location:	Edinburgh
Hours:	Part Time (22.5 hours per week – 3 days)
Duration:	Fixed term until 30 th June 2020, extension dependent on funding
Salary:	£25,000 (pro rata £15,000)

JOB SPECIFICATION

General

As a key member of the concerts team, the Play it again SAV, Project Co-ordinator will continue to deliver meaningful and participatory live music provision across our partner venues supporting older veterans and their live music choices.

The Project Co-ordinator will work closely with the Concerts Team and Director Scotland to deliver the Play it Again SAV! Project.

Specific duties

- Organise live music concerts and participatory live music experiences for older veterans in healthcare settings across engaged partner organisations, responding to referrals and need.
- Lead the creative development of our evaluation tools for the project for example progressing our song writing element to capture shared stories within our older veteran groups.
- Support our research partner in the delivery of our evaluation for the project ascertaining the attributable impact of live music for this beneficiary group and contributing where needed and as directed by partners to the overall evaluation of the Unforgotten Forces project with the University West Scotland (UWS).
- Report and collaborate closely with partners within the Unforgotten Forces consortium.
- Ensure budget management for the project and ensure efficient reporting against delivery to lead partners.

Organise live music for older veterans

- Liaise with existing venues and partners to ensure our reach to beneficiaries.
- Organise and administer live music concerts in line with project targets.
- Work closely with the Concerts Team to continue to engage existing musicians in the project and identify appropriate musicians to involve to ensure wide reach.
- Arrange auditions and mentoring for musicians involved with the project as needed and in consultation with the Concerts Manager and Director Scotland.
- Ensure monitoring and evaluation forms are returned from venues and musicians and the findings analysed and used to inform the development of the project and to share widely the impact of our work.
- Contact venues and participants to ensure that permissions are in place prior to any photography and filming.

Creative engagement and participation

- Organise and support song writing workshops with veterans with identified musicians who can provide this participatory evaluation technique.
- Develop and share case studies and stories from already captured information.
- Support veterans and activity co-ordinators to explore where appropriate opportunities for learning new skills in their own live music participation.

Partnership working and reporting

- Produce regular updates for Director Scotland on project progress.
- Prepare quarterly reports and updates, liaising with the Unforgotten Forces Coordinator and attend partnership meetings, as set out in the Project agreement.
- Build an image bank of photos, films, stories and comments to illustrate and promote the project, ensuring relevant permissions are in place.
- Draw together the strands of activity to showcase the project and celebrate its work in the form of a celebration event that involves beneficiaries and marks key milestones in the project delivery.

Research and evaluation

- Act as the main point of contact for the researchers and project participants - venues, staff, musicians, veterans.
- Work with the Director Scotland to support our engaged research partner to assess the impact of the project approach in supporting older veterans through participatory live music.
- Act as the main link where needed for our contribution in the evaluation of the Unforgotten Forces Programme with the University of West of Scotland.

Project and budget management

- Accurately monitor expenditure for the project working closely with our Finance Officer.
- Share regular updates on spend with Director Scotland against budget.
- Report against projected budget for partners against delivery and noting project progress and achievements.

Other

As a key member of the Scotland team, there will be occasions where your help will be needed with other activities such as:

- Fundraising events and activities.
 - Any other tasks allocated by the Concerts Manager or Director Scotland.
 - Partner events and activities including information sharing events to promote the work of MiHC and the Unforgotten Forces partnership.
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Person Specification

Experience	Essential	Desirable
<ul style="list-style-type: none"> • Proven project management experience ideally delivering a similar project within health and social care or arts setting 	✓	
<ul style="list-style-type: none"> • Supporting or working with older people including those living with dementia 		✓
<ul style="list-style-type: none"> • Previously having worked with older veterans 		✓
<ul style="list-style-type: none"> • Creative person with an active interest in live music and performance 	✓	
<ul style="list-style-type: none"> • Experience of creative evaluation approaches and/or involvement in a research project 	✓	
Knowledge and Ability		
<ul style="list-style-type: none"> • Knowledge and interest in supporting veterans and awareness of the issues experienced by veterans, specifically older veterans 	✓	
<ul style="list-style-type: none"> • Ability to represent MiHC in our partnership within the Unforgotten Forces consortium 	✓	
<ul style="list-style-type: none"> • Work flexibly to cover team members within the concerts team as needed and to promote a can do attitude and energy to the delivery of our project 	✓	
<ul style="list-style-type: none"> • Music background giving an insight into the needs of our musicians 		✓
Skills		
<ul style="list-style-type: none"> • Deliver quality service and ensure a high standard of live music provision 	✓	
<ul style="list-style-type: none"> • Able to multi task and manage a large workload and to expand our delivery within available resources 	✓	
<ul style="list-style-type: none"> • Proven budget management skills, recording and attention to detail 	✓	
<ul style="list-style-type: none"> • Effective communication skills, working with partners to showcase the impact of our work with veterans and sharing the impact of our activity through social media for partner newsletters 	✓	
Other		
<ul style="list-style-type: none"> • Database (ideally Filemaker) and IT office applications 	✓	