

Fairbeats!

Fairbeats! Freelance Coordinator and Pastoral Support

Job Description and application information

Fairbeats! delivers music sessions with young refugees, asylum seekers and new migrants in Lewisham, Kingston, Wandsworth and Southwark, working in partnership with community support centres and supplementary schools.

We are looking for a new **Freelance Coordinator and Pastoral Support** to join our team to support the wellbeing of young people and our Music Leader team, and help things run smoothly during music sessions across all of our projects with our partner organisations, starting in September 2024.

Summary of the role

The Coordinator and Pastoral Support will (in partnership with each centre) be responsible for the wellbeing and safeguarding of children and young people during music sessions, and communicate any concerns accordingly. They will play a lead role in relationship building between Fairbeats Music Leaders, participants, the Fairbeats core team and staff and volunteers at our partner organisations. In addition, they will communicate with families between sessions to support the progression and wellbeing of the young people. They will also have a role in managing sessions on the ground and practically supporting the setting up of equipment and music spaces.

Hours of work

A full breakdown of hours, locations and fee is listed in the table at the end of this document, but is broken down into the following:

Saturdays during term time: 9am - 1.30pm - £103.50 per session (up to 33)

Thursdays during term time (autumn and spring term only): 5pm - 6.45pm - £60 per session (up to 20)

Holiday activities (dates tbc): approx 12 days @£161 per day

Admin time/team days: 25 - 30 days between start date and 31st August 2025 @ £140 per day / £20 per hour (team days often take place on Thursdays)

Fee/terms of employment

The role is offered on a freelance self-employed basis with secured work listed in the table at the end of the document and a current confirmed fee of **£10,500** with the possibility of additional work throughout the year. The contract is until the end of August 2025 with the aim to extend beyond subject to funding. (Payment is made by invoice on a self-employed basis. The successful applicant is responsible for their own tax and NI contributions).

Locations

Split between centre venues in South London, Lewisham Music (Bellingham) and home based working.

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Key responsibilities

Supporting children, young people and their families:

- Ensuring young people feel safe in their music sessions by engaging with them during and outside of sessions to encourage participation and observe, notice and action on any additional support they may need
- Reporting any concerns regarding safeguarding and wellbeing via the correct routes
- Supporting the Music Leaders in all aspects of project delivery particularly during music sessions, with a focus on engagement and pastoral support for the young people
- Communicating with families regarding young people's involvement in Fairbeats music sessions - including giving information by phone, email, text or in person about additional opportunities and trips
- Supporting the young trainee during and in between sessions

On-site management of music workshops:

- Coordinating the Music Leader team via email and phone in advance of sessions
- Leading music team briefing and debrief discussions and liaising with the core team to keep them informed of developments at each centre
- Actively liaising with community partner staff and teaching team to ensure smooth running of the project, and maintaining a positive relationship with centre staff
- Attending briefings with community partner staff
- Setting up and clearing away music spaces and coordinating Fairbeats equipment

Progression opportunities:

- Working with other members of the team to identify young people to be signposted to additional opportunities both within and external to Fairbeats
- Liaising with families and staff to organise progression opportunities, including contacting families by phone/email to remind them about events
- Working with other team members to identify and organise additional activities and trips taking place during the school holidays

Evaluation and data:

- Providing observations of young people for evaluation purposes
- Facilitating evaluation activities with children and young people
- Collecting and collating monitoring data

General:

- Advocating for and supporting the team to use and embed our ethical framework (which is in development and focuses on anti-oppressive practices, taking a decolonial approach, trauma-informed practice and grounding practices)
- Attending team meetings in person once a month, and fortnightly operational meetings online
- Communicating with the rest of the core team by email, phone and instant messaging

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Person Specification

The ideal candidate will be able to demonstrate a strong desire to support music-making with children in challenging circumstances. In particular, they will have a genuine interest in, and commitment to working with refugees. They will be confident in overseeing and coordinating community projects, and dealing proactively with working in a challenging environment.

Required skills, experience and qualities:

- At least 2 years of supporting young people in a pastoral/wellbeing or Youth Worker role in education settings - preferably with children in living in complex circumstances and ideally with young refugees, asylum seekers and migrants
- Experience of supporting the wellbeing and development of young people aged 5 - 18 and being able to identify and act accordingly regarding any safeguarding or wellbeing concerns
- Ability to form an excellent rapport with families and young people in an empathetic, supportive and approachable manner
- Understanding of the importance of stability and consistency for participants, and therefore the ability to commit to the sessions
- Ability and desire to act as a positive role model for the children
- Experience and interest in embedding youth voice within music sessions
- Commitment to anti-racism and taking a decolonial approach
- Commitment to professional development and self-reflective practice
- Willing to be flexible and responsive to a busy and sometimes challenging environment
- Excellent communication and interpersonal skills, and strong emotional intelligence
- Excellent organisation and administration skills

Desirable skills, experience and qualities:

- Experience of and interest in the arts - specifically music, music education and community work
- Experience of, or an interest in trauma informed practice and incorporating wellbeing tools such as mindfulness into sessions
- Experience of working with refugees, asylum seekers and migrants
- Holder of a current, transferrable enhanced disclosure DBS (dated within the last 12 months)

What you'll get from us

Remuneration:

- Fees are listed in the table at the end of this document. We understand the importance of swift payment for freelancers. Invoices are paid on a fortnightly or monthly basis.

Professional development:

- Annual safeguarding training
- Financial support available to attend additional training opportunities
- Signposting to additional training opportunities
- Possibility of additional Fairbeats work on an ad hoc basis
- Regular mentoring/supervision with another member of the core team

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- Annual role reflection with another member of the core team

Wellbeing support:

- Weekly check-in, supervision and support from another member of the core Fairbeats team with the option of sourcing additional emotional support if required
- Wellbeing support from partner centre staff
- Support available from Fairbeats Mental Health First Aiders

We are a reflective organisation and are keen that anyone who works with Fairbeats has the support to reflect on their practice and the opportunity to learn and grow. Through the application and interview process, and once in post, we will consider training, development and support needs in collaboration with the role-holder. Potential development includes mentoring with external practitioners, training (e.g. members of the team have recently participated in decolonisation training via Future Learn and one of our music leaders has delivered training in trauma-informed practice for our Future Leaders team), and supervision to support psychological wellbeing and safety at work.

Application process

To apply for this role please either send:

- a CV (2 page maximum) and covering letter (2 page maximum) or
- a short video/audio recording of no longer than 5 minutes (including an outline of your professional experience)

Please highlight your experience and how this meets the essential skills and qualities outlined in the job description as well as explaining your interest in the role. Applications should be emailed to Helen Hendry, General Manager: helen@fairbeats.co.uk by 9am on Monday 9th September.

Closing date: 9am, Monday 9th September

Interviews taking place: Wednesday 18th September

Start date: ASAP after interview

If you have any questions or would like an informal chat about the role with one of the team, please contact Helen Hendry: helen@fairbeats.co.uk

Fairbeats aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of people we work with in our projects. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people to apply from the refugee, asylum seeking and new migrant communities we serve.

You can find out more about our work at www.fairbeats.co.uk.

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Breakdown of confirmed activity

Centre/location	Day	Times	Fee	Number of sessions	Total fee
Action For Refugees In Lewisham (AFRIL) Rainbow Club St. Saviour's Primary School, Lewisham	Saturdays during term-time	9.00am - 1.30pm	£103.50 per session	Up to 11 per term	Up to £3415.50
Love To Learn (L2L) Homework Club Katherine Low Settlement, 108 Battersea High Street	Thursdays during term-time (Autumn and summer term)	5.00 - 6.45pm	£60 per session	Up to 20 across 2 terms	Up to £1200
Future Leaders Courses (AFRIL) Locations to be confirmed	October half term (2 days) Feb/March (2 days) April school holidays (3 days) Summer holidays	tbc	£161 per day	Approx 10 days	Up to £1610
Summer holiday activity across 2 centres	TBC	TBC	£161 per day	2 days	£322
Flexible coordinator admin and team days at Lewisham Music	Flexible	Flexible	£20 per hour/£140 per day	Approx 30 days over one year	Up to £4200

All fees are inclusive of travel expenses.

There may also be the opportunity for additional work subject to successful funding applications which could include:

- Future Leaders** - courses at L2L during April school holidays
- Refugee Action Kingston** - 1 workshop per half term
- Southwark Day Centre for Asylum seekers** - ad hoc activities