

Learning Coordinator

Job Title	Learning Coordinator
Contract	Part-Time (14 hours per week) 9 months fixed term with potential extension
Location	Flexible according to preference. Office space is available at our HQ in Barnsley. Remote or hybrid working is suitable for this role, with a requirement to meet in person at several events and settings across the year. It would be preferable, but not essential, for you to be close to the Barnsley office, to allow for ease of preparation for event days.
Salary	£21,840 pro rata
Place in Organisation	Reports directly to the Learning Manager
Works closely with	Learning Manager, Youth Development Brass Specialists, Events Manager, Safeguarding Officer, Chief Operating Officer, Digital Marketing, Communications & PR Manager, Marketing and Communications Coordinator.
Closing Date	Applications close on Monday 10 March at 9am with interviews held online on Thursday 20 March. The intended start date is Monday 28 April.
Equal Opportunities	Brass Bands England is committed to being an Equal Opportunities employer. Two thirds of our Senior Management Team is female. We have a flexible working culture in terms of time and location. We have an office space in Barnsley, South Yorkshire and most staff work in a hybrid manner. For most roles the choice is up to you as to how and where you want to split your time. This goes hand-in-hand with a family-friendly and disability conscious attitude. If you are disabled and meet all the essential criteria we will guarantee you an interview.

About the role

As the Learning Coordinator, you'll experience a dynamic and fulfilling role, playing a key part in BBE's education, outreach and learning initiatives. Working closely with BBE's [Brass Foundations](#) team, you'll be involved in the admin, logistics and evaluation of the [Future Leaders' Programme](#) and Brass Foundations delivery. This role offers a unique opportunity to make a real impact across a variety of programmes, ensuring their success while supporting the vibrant brass band community.

It will be a requirement to attend events in-person across the country. Key dates and locations are listed below:

Team Meeting: 20 May 2025, **Barnsley**

Youth Fest: 4 July 2025, artdepot, **London**

Future Leaders Weekend: 19 & 20 September, **Midlands**

Brass Band Conference: 27 September, Redhills, **Durham**

Future Leaders Weekend: 10 & 11 January, **TBC**

How to apply

Applications can be submitted via the [Learning Coordinator application form](#). As part of this form you will need to provide a covering letter (up to 500 words) detailing your suitability for the role, and upload an anonymised CV. Candidates will be shortlisted on the basis of the person specification. Please ensure that your suitability in reference to this criteria is addressed in your application.

If you require any further information about the role please contact jobs@bbe.org.uk in the first instance.

Tasks and responsibilities

The key tasks and responsibilities for this role are:

To support the administration, evaluation and delivery of the Brass Foundations education programme

- Liaise with the regional-based Youth Development Brass Specialists to monitor ongoing activity
- Compile feedback from participants and delivery partners
- Compile necessary data for reporting to funders and BBE's board of trustees
- Compile appropriate project case-studies for promotion
- Support preparation for partners events
- Attend and support on Brass Foundations delivery days on an ad hoc basis
- Support the administration, delivery and promotion of the Proms in the Playground campaign
- Support the Brass Foundations team with ad hoc admin such as hotel bookings and logistics

To support the administration and delivery of the Future Leaders' Programme

- Liaise with course participants, communicating relevant information around workshop days, online training and course submissions.
- Sourcing suitable venues
- Preparing necessary training resources
- Coordinate evaluation and data collection from attendees
- Attendance at weekend and mid-week events, liaising with venues and ensuring event day is suitably equipped

To support the delivery of BBE's online training schedule

- Coordinate the scheduling of online training events, webinars and drop in sessions
- Coordinate evaluation and data collection from attendees
- Support the development of suitable members resources following online events
- Liaise with external speakers
- Support the creation of training resources

General Duties

- Collaborate with the marketing team on the delivery of BBE's marketing strategy in relation to learning programmes
- Attending and supporting at BBE events on an ad hoc basis
- Any other duties pertinent to the role

Person Specification

Relevant Experience	Essential	Desirable
Experience of contributing to reporting to funders or key stakeholders against projected outcomes or key performance indicators		●
Experience of arts, community or education project delivery and/or administration		●
Experience of planning or delivering events	●	
Experience engaging with children and young people		●
Marketing experience		●
Knowledge	Essential	Desirable
Understanding of the arts funding system		●
Awareness and understanding of national music education policies	●	
Interest and enthusiasm for the brass band or community music sector		●

Passion for music education	●	
Knowledge of the software systems used by BBE (Civi CRM, Airtable, Microsoft Office Suite, Google Suite, Zoom)		●
Skills	Essential	Desirable
Excellent attention to detail	●	
An ability to plan, prioritise and work to tight deadlines	●	
An ability to work as part of a team and act professionally and respectfully	●	
Efficient and courteous written and verbal communication skills	●	
Ability to read music and knowledge of brass performance	●	
Sufficient IT literacy to use customer relationship management software and project management software	●	
Role Requirements	Essential	Desirable
Willingness to travel across the UK to support in delivering key events on occasion	●	
Willingness to undertake required training on key areas such as safeguarding and health and safety	●	
Able to undertake evening and weekend work	●	
Commitment to inclusion, diversity, access and equity.	●	