

Role profile

Job title	Sound Check Development Coach – Greater Manchester and West Yorkshire
Department	The Learning Foundry
Reports to	Head of Sound Check
Job level	4
Review date	July 2024

1 Role purpose

A summary of the core purpose and overarching responsibility of the role.

- 1.1** To utilise your passion, skills and experience of the live music industry to work in partnership with Future Yard CIC to develop and deliver inspiring and engaging Sound Check Skills Bootcamps training and employment programmes to adults age 19+ that will lead to better outcomes for them by equipping them with the skills, knowledge and behaviours to progress into employment, or further training/education within the live music sector.
- To support learners to gain hands-on work experience at live events, through a network of partner local venues, and to prepare them for a guaranteed interview with an employer at the end of their programme.
- To support the Sound Check delivery partnership team in raising and maintaining a high Quality of Education in alignment with OFSTED Education Inspection Framework and in meeting all contractual and funding requirements for both The Learning Foundry and Future Yard CIC.
- To support continuous improvement that will deliver sustainable, profitable growth of Sound Check which aligns to the values, strategic objectives, goals and aspirations of both The Learning Foundry and Future Yard CIC.

2 Key responsibilities of the role

A non-exhaustive list of the key role responsibilities and duties to be carried out by the post holder.

2.1	To lead the design and delivery of Sound Check Skills Bootcamps training & employment programmes for adults age 19+, ensuring effective planning to meet programme delivery timescales and outcomes. Work in close collaboration with Future Yard CIC's Head of Skills and Learning to ensure programmes are aligned to industry requirements to maximise success.
2.2	To work closely with the Head of Sound Check and Head of Quality and Curriculum to ensure all DfE audit and Ofsted requirements are met to ensure funding claims are compliant, the Quality of Education is 'Good' or better and the programmes support learners to make significant progress from their starting points to prepare them for employment, further training/education within the live music sector.
2.3	To design and develop high quality, engaging learning resources and materials and to ensure that schemes of works and lesson plans are in place that will stretch and challenge learners to achieve their learning goals. Plan engaging enrichment activities including industry guest speakers, drawing from the Future Yard CIC team and external specialists as required.
2.4	To deliver training within a Sound Check regional 'Hub' venue-based location. To plan and manage work experience for learners to gain hands-on experience at live events, both within the venue and across a network of partner venues. Prepare learners for their end of programme guaranteed interview with an employer, working closely with Future Yard CIC's Head of Skills and Learning.
2.5	Ensure all registers of attendance and work experience hours are accurately recorded and reported in a timely manner to meet funding/compliance requirements and key performance indicators, using approved systems and processes. Ensure all other on-programme/end of programme documentation is administered accurately and within timescales. Provide update reports on learner attendance, punctuality, progress, retention, end of programme feedback and progression/destination as required.
2.6	To develop and maintain an Individual Learning Plan (ILP) for each learner with evidenced SMART stretching targets, supporting them to make significant progress from their starting points towards achieving their learning outcomes and career goals.

2.7	To conduct start, mid-point and end of programme 121 progress reviews with all learners, adjusting targets, goals and learning outcomes to meet individual needs. Utilise Cognassist digital assessment tool to help identify additional learning support (ALS) needs and implement effective support plans and strategies, working closely with the Learner Support Officer, including pastoral support.
2.8	Ensure that all measurable targets / Key Performance Indicators (KPIs) are met, working with the Head of Sound Check to identify/implement any support measures to improve individual performance. Participate in reviewing processes and policies, as required.
2.9	Participate with implementation of the quality cycle and OTLAs to ensure curriculum is delivered to the highest standard and support with external audits / inspections for Sound Check as required.
2.10	Work as part of a team of Development Coaches and support staff and as a member of the Sound Check multi-functional project team from across The Learning Foundry and Future Yard CIC to achieve sustained high performance, quality of delivery and growth across all Sound Check provision. Attendance at Sound Check Operational meetings, support with the production of written reports/presentations for meetings, SMT and Board as required.
2.11	To ensure that Safeguarding policies and procedures are fully embedded across all Sound Check provision and that Health and Safety guidelines are followed and risk assessments are conducted in accordance with requirements. Embed British Values, Prevent, Equality, Diversity and Inclusion through lessons, ensuring learners have a clear understanding of how it relates to them and their respective employment sector.
2.12	Support the Head of Sound Check and Future Yard CIC's Head of Skills and Development on planning for the mobilisation and launch of Sound Check in other delivery hubs across the North West region (initially, Greater Manchester and West Yorkshire). Contribute to funding opportunities and plans to grow the provision in other areas as they arise, in alignment with strategic plans.
2.13	Support with development and delivery of effective marketing plans and learner/stakeholder engagement plans, working with the Business Development team, Marketing and Communications team and Future Yard CIC to promote Sound Check across our communities to attract individuals from diverse backgrounds, and to ensure that all programmes are filled and recruitment targets are met.

2.14	Participate and support development of The Learning Foundry Business Plan, Quality Improvement Plan (QIP) and Self-Assessment Report (SAR) in conjunction with the Head of Sound Check MD and other members of the senior management team.
2.15	Model, foster and contribute to the implementation of the mission, culture, and values of both The Learning Foundry and Future Yard CIC.
2.16	Build strong relations with key external and internal stakeholders and work with them to ensure the success of Sound Check. Represent The Learning Foundry and Sound Check externally as an ambassador.
2.17	Attendance at team meetings, training, stakeholder/learner engagement events and corporate events as required. Attendance at Future Yard CIC team meetings, events and training as required.
2.18	To work predominantly out of Sound Check regional delivery 'Hub' venues in Greater Manchester and West Yorkshire and attend other Sound Check delivery 'Hubs', Future Yard CIC, The Learning Foundry, and external locations across the region which may not be easily accessible by public transport as required. Some out of hours work as required.

3 General responsibilities

A summary of universal responsibilities and requirements of all roles across The Regenda Group.

3.1	To understand and support The Regenda Group's commitment to regenerating places and creating opportunities for people and to actively contribute to achieving this vision within the job role.
3.2	To ensure compliance with the Group's Health and Safety policies.
3.3	To support and uphold the Group's internal customer service standards.
3.4	To undertake relevant Continuing Professional Development applicable to professional bodies relevant to the role and be prepared to undertake training as directed by the Group.
3.5	To attend meetings and events as may be required from time to time at other Group offices and external locations which may not be easily accessible by public transport.

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| 3.6 | The post holder may be directed by their line manager to carry out other duties and responsibilities in line with his / her post, grade, skills, knowledge and experience. |
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4 The Right Fit

A list of the desired skills, experience, knowledge and personal attributes to ensure individuals are 'the right fit' for the Company and the role.

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| 4.1 | <p>Passion and experience of working within the live music sector. Must demonstrate a deep commitment to Future Yard CIC's mission 'to utilise music as a transformational opportunity, based on the founding principle that music can change the world' and can act as a force for positively impacting the lives of local people through programmes such as Sound Check.</p> |
| 4.2 | <p>Demonstrable experience in at least one of the following two areas of the live music industry;</p> <p>Technical Production</p> <p>You will have worked professionally as a live sound engineer at a live music venue, theatre or across festivals and touring events. You will have an understanding of live show lighting and AV systems. You will have experience of delivering and leading the technical production in small, touring live music venues.</p> <p>Event Management</p> <p>You will have worked professionally in a hands on, live music event delivery role. This may be across event management, artist liaison, tour management, promotion, booking, production management or similar. You will have experience of successfully delivering live shows in small, touring live music venues.</p> <p>Candidates with experience across both areas are encouraged to apply, but we expect applicants may indeed specialise in one area.</p> |
| 4.3 | <p>Excellent organisational and time management skills, with the ability to develop and deliver programmes to time, budget and objectives. Demonstrable evidence of achieving targets and working to deadlines.</p> |
| 4.4 | <p>Strong communication (written and verbal) and presentation skills.</p> |
| 4.5 | <p>Ability to show initiative by thinking of new and creative approaches to continuously improve own performance and grow the Sound Check provision.</p> |

4.6	Resilient, self-motivated and able to work autonomously, as well as part of a team. Adaptable, flexible and enjoy learning new skills.
4.7	A strong network and excellent partnership skills to support the recruitment of learners onto Sound Check programmes and into employment / progression opportunities across the live sector.
4.8	A minimum of grade C Mathematics and English or Level 2 Functional Skills.
4.9	Relevant teaching qualification e.g., Preparing to Teach in the Lifelong Learning Sector (PTLLS) or Cert Ed. Willing to undergo training to achieve a qualification.
4.10	Experience of working with individuals who are not in employment, education or training and /or delivering training and employability programmes. Have a strong awareness and understanding of the challenges individuals may face, including mental health.
4.11	Must be fully IT literate, with the ability to produce learning materials, presentations, reports and collate data and statistics to inform the service.
4.12	Full UK Driving Licence and access to own vehicle.
4.13	An enhanced DBS check is required for this position.
5	Our values
The post holder must be able to demonstrate our values in the workplace.	

5.1	Customer centric
5.2	High performance
5.3	Efficiency and value for money
5.4	One team
5.5	Ambition and dynamism
5.6	Openness and honesty
5.7	Communication