

# **Job Information Pack**

## **Community Music Tutor**

# Who We Are

## We inspire disadvantaged young people through creative workshops and projects.

“Reeltime Music aims to bring about a positive change in the lives of disadvantaged young people. We do this by working in partnership to provide a range of quality services for young people and the local community in North Lanarkshire. Using the medium of the creative industries, we provide workshops, partnership projects, volunteering opportunities and recording and rehearsal services”

### Our vision for young people

Where all young people share the power of creativity to change lives.

### Our vision for the organisation

To be one of the leading creative youth work organisations in Scotland.

### Our values

#### Respect

- Respecting multiple points of view
- Recognising that each of us is running our own race, and at different stages
- Showing unconditional positive regard for everyone we work with



#### Collaboration

- Collaborating with young people, not dictating
- Building on the strengths & interests of everyone involved
- Collaborating with partners and each other to keep young people at the centre of our work



### Quality

- Making things with young people that they can be proud of
- Always looking to improve; never complacent
- Delivering exceptional outcomes and results



### Creativity

- Applying creativity in every area of life
- Making new things and self-expression
- The power of creativity to change lives



### Learning

- Learning through play & self-directed projects
- Starting where young people are, not where others think they should be
- Starting with ourselves to build a culture of learning



### Integrity

- Keeping our agreements
- Having the difficult conversations
- Choosing the hard right over the easy wrong



You can read more about our work on our [website](#) and in our [annual report](#).

# What we are looking for

<b>Job title:</b>	Community Music Tutor
<b>Salary:</b>	£21,255 (Pro-rata)
<b>Location:</b>	Various locations in North Lanarkshire
<b>Hours:</b>	Part time (18 hours per week). Evening and weekend work is required. The post holder must ensure flexibility in their availability to meet the needs of the post.
<b>Leave:</b>	32 days (26 days leave plus 6 public holidays) - pro rata
<b>Probation period:</b>	1 month
<b>Pension:</b>	Auto enrolment with NEST (3% employer contribution)
<b>Period of contract:</b>	12 months - fixed term
<b>Start date:</b>	TBC
<b>Line manager:</b>	Senior Tutor
<b>Management responsibilities:</b>	Not Applicable

## Purpose of the role

To build skills and confidence in young people through creative workshops.

Responsibilities	Specific duties
Prepare for workshops	<ol style="list-style-type: none"><li>1. Setup/put away equipment</li><li>2. Participate in workshop briefs/debriefs</li><li>3. Organising digital data</li><li>4. Carry out routine maintenance</li></ol>
Deliver workshops	<ol style="list-style-type: none"><li>1. Take groups of challenging and vulnerable young people through the group process</li><li>2. Deliver high quality workshops according to plans</li><li>3. Create a safe and comfortable environment for young people</li><li>4. Capture photo and video evidence</li><li>5. Adhere to youth work principles</li><li>6. Lead by example by demonstrating skills in preparation, self management and giving positive and constructive feedback</li><li>7. Utilise creative music, music technology, and media approaches</li></ol>
Evaluation and reporting	<ol style="list-style-type: none"><li>1. Complete tutor reporting sheets for every workshop</li><li>2. Provide evidence of outcomes achieved for project evaluations</li></ol>
Other	<ol style="list-style-type: none"><li>1. Undertake other appropriate duties as required commensurate with the level and role of the job</li></ol>

# Who are we looking for?

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; qualifications</b>	Formal qualifications not essential	HNC or above in a related subject area (Music Technology, Music, Youth Work etc)
	Can play and teach at least two popular musical instruments to a proficient level	Can play and teach more than two popular musical instruments to a proficient level. Proficient in music technology
	Excellent social & presentation skills in a variety of settings (small & large groups etc)	
	Able to get to and from various locations in North Lanarkshire	Full driving license & own car

<b>Critical personal attributes</b>	
<b>Caring</b>	<ul style="list-style-type: none"> <li>• Excellent listener &amp; communicator</li> <li>• Approachable</li> <li>• Empowers others</li> </ul>
<b>Conscientious</b>	<ul style="list-style-type: none"> <li>• Excellent planning and organising skills</li> <li>• Excellent self-organisation &amp; prioritisation skills</li> <li>• Has good attention to detail</li> </ul>
<b>Creative</b>	<ul style="list-style-type: none"> <li>• Can draw together multiple development threads in efficient &amp; effective ways</li> <li>• Strong belief in the power of the arts to change lives</li> </ul>
<b>Committed</b>	<ul style="list-style-type: none"> <li>• Driven to get results in service of the mission &amp; vision</li> <li>• Has a can-do attitude and approach to achieve project goals</li> </ul>

# How To Apply

If you are interested in applying for this vacancy, an application form can be downloaded from the Reeltime Music website: [www.reeltime.com/jobs](http://www.reeltime.com/jobs)

You should complete and return your application form to us before the deadline. Please note we cannot receive any applications after this time.