

anthem.



**YOUTH FORUM PROJECT MANAGER
INFORMATION PACK
JANUARY 2023**

Dear Applicant,

Thank you for your interest in the role of freelance project manager for the Anthem Youth Forum.

Anthem. Music Fund Wales is an exciting new charity that launched in 2019. I joined Anthem as the first Chief Executive Officer in 2020. We are currently building our programmes, including a Youth Forum made up of 16 – 24 year olds who are passionate about music in Wales, and the Atsain Fund focusing on removing barriers to music for young people in Wales. We are also building a Digital Gateway to music for young people with resources to help them enhance their journey into the music industry.

As an organisation, we are at the beginning of our journey, and are building a strong, diverse team to support our work. Currently we have a small team, with some staff members on PAYE and some staff members working as freelancers. There is a strong emphasis on mutual support and it's important that everyone feels welcome, able to do their work to the best of their ability and has a chance to develop themselves when they come and work with Anthem. When we recruit, we are looking for potential and passion.

The team is supported by a strong group of trustees from a range of backgrounds. We recently recruited three new young trustees, and this is part of our commitment to put young people at the heart of Anthem. The Youth Forum is central to this commitment as well.

I'd be happy to discuss the role with you before you apply, so if you have any questions or want to arrange a phone call, please do email me at rhian.hutchings@anthem.wales .

Rhian Hutchings, Anthem Chief Executive Officer

ABOUT ANTHEM

Anthem. Music Fund Wales Cronfa Gerdd Cymru was established in 2018 following a Welsh Government report exploring ways to support music education in Wales. The charity is now at an exciting stage in its development, having appointed a full time CEO in 2020 to bring together the trustees and a team to work towards its vision and mission:

Our vision is a Wales in which music can empower every young life.

We believe music is a potent creative force for young people that feeds self-expression, personal development and wellbeing.

Anthem creates opportunities across genres and communities and nurtures diverse talent to take the next steps to musical careers.

Anthem is a catalyst for youth music in Wales, funding work that will create change, making connections to widen partnership working, and enabling best practice to flourish.

Anthem seeks to ensure that equality and diversity principles – accessibility, inclusivity, respect and difference - underpin all areas of the organisation's work and aims to promote them within its board, its employment practices and across its work. Anthem positions its work as collaborative, innovative, inclusive, creative, inspiring.

ANTHEM YOUTH FORUM

We are seeking a Project Manager to manage our 2023 Youth Forum.

The Anthem Youth Forum is a bespoke programme of networking and skills development focused on music industry for fourteen young people aged 17 - 24 years old from diverse backgrounds across Wales. Anthem also enables Youth Forum members to cascade their learning further out and

support younger peers to explore the potential of music through engagement in events, blogs and vlogs and online webinars.

The project activity will include the following:

- Recruitment of a team of Youth Forum members in February 2023
- Communication with group members across the year
- Collaboration with key Anthem partners on the project
- Management of online and in person sessions on Tuesday afternoons across the year
- Liaison with guest speakers for Youth Forum sessions
- Project management of specific Youth Forum projects including the collaborations project in Autumn 2023
- Management of any trips for Youth Forum members
- Management of the Youth Forum budget across the year
- Creation of a short evaluation report at the end of the year

HOW TO APPLY

Please read the role description and person specification below and send your CV and a covering letter telling us the role is of interest to you and how your skills and experience match what we are looking for. Send everything to rhian.hutchings@anthem.wales

- The deadline for submission of applications is Friday 27th January at 5pm.
- Interviews will take place on Friday 3rd February & Monday 6th February.

If you have any other special requirements to enable you to apply for this role, please let us know by emailing rhian.hutchings@anthem.wales

ROLE DESCRIPTION

The Youth Forum Project Manager Role is a freelance contract.

The time commitment will spread across 2023 with planning working in two week cycles towards the sessions. Sessions will run in two blocks, from March to July and then from September to December. There will be trips outside of session times to events like Focus Wales and the National Eisteddfod. There may also be a summer week for the collaborations project.

Anthem can offer a total fee of £6100 (£150 per session, plus £200 per day for planning days and evaluation)

The Youth Forum Project Manager will be responsible to the CEO.

TASKS

- Work with Anthem CEO to recruit and sign up the Youth Forum members
- Manage the 2023 Youth Forum, keeping the project on track and making sure the key milestones are met
- Manage the 2023 Youth Forum schedule and budget
- Effective communication with Anthem team and any partners involved such as Beacons
- Project Management of any Youth Forum projects such as the Collaborations project
- Ensure compliance with key Anthem Policies including Safeguarding, GDPR & Equalities and Diversity and Code of Behaviour.
- Monitor and evaluate the project and deliver a short evaluation report at the end of the project.

FEATURES

- ability to travel to attend meetings or to attend meetings online
- ability to work from home
- ability to support events at evenings and weekends if needed

PERSON SPECIFICATION

Knowledge, Experience and Skills
Demonstrable/ Successful track record in managing projects
Knowledge of sector working practices
Knowledge of digital management and communications platforms, including Zoom, Google, Whats App
Strong organisational, project management and budgeting skills
A detailed worker with attention to detail
A good communicator who creates positive relationships
A welcoming facilitator who enjoys building networks
Personal Qualities
An excellent team player who inspires trust
Can-do attitude - takes initiative and works with light supervision
Personal integrity – evidence of discretion, honesty, openness
Desirable
Experience of working bilingually
An understanding of the music education and youth music landscape in Wales
Antem welcomes applications from people who are Welsh learners or Welsh language fluent