

# anthem.



Anthem FFWD>> 2024

# YOUTH MUSIC

MAKING MUSIC . CHANGING LIVES .

**ANTHEM PROGRAMME ASSISTANTS  
INFORMATION PACK  
March 2025**

Dear Applicant,

Thank you for your interest in the Anthem.

Anthem. Music Fund Wales is a young charity that is just over five years old. We have been building our programmes swiftly across the last few years, including our FFWD>> Forum made up of 16 – 25 year olds who are passionate about music in Wales, the Atsain Fund focusing on removing barriers to music for young people in Wales, and our Anthem Gateway offering young people a first stop shop for developing their music in Wales.

The roles we are currently offering will support our activity programme including our FFWD>> Forum, skills workshops, and the role out of a new fund called Nurture. Successful candidates will be actively working with young people across Wales to support their development and running events, working closely with myself and our Programme Manager, Kofi.

Anthem is run by a small diverse team with some staff members on PAYE and some staff members working as freelancers. The team is supported by a committed group of trustees from a range of backgrounds. 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.

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](mailto: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.

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 will create opportunities across genres and communities and nurture 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 PROGRAMMES**

Anthem has developed a range of programmes over the last four years which are designed to support young people to engage with music and make pathways into music industry.

- Anthem FFWD>> recruits 15 young music professionals aged between 17 and 24 from across Wales to work with Anthem across a year. The group meets every two weeks on Zoom, expanding their

knowledge of networks and exploring issues facing young people in Wales who want to get into music.

- Anthem Gateway is an online first-stop shop for any young person interested in music industry in Wales. Young people can access music opportunities, careers information, peer stories and links to music industry in Wales.
- Young Curators Cymru is a partnership project working with 4 partner venues to develop groups of young curators aged between 14 and 20 years old. The groups curate and run gigs in their local venues for peer audiences.
- Skills for Sustainability is a new programme of training sessions for young music creatives offering business skills development and routes into music-adjacent careers.
- The Nurture Fund is a new fund offering small grants to young musicians in Wales in need of financial support to take their music to the next level.

## **THE ROLES**

We are currently seeking to appoint two Programme Assistants to support the delivery of programme activity across the next year.

The Programme Assistants will be working on the following projects:

- One Programme Assistant will work with the Anthem CEO to support the FFWD>> Youth Forum
- One Programme Assistant will work with the Anthem Programme Manager to support the Nurture Fund and Skills for Sustainability training programme.

## **HOW TO APPLY**

Please read the role description and person specification below.

Please complete the application form at this link:

<https://airtable.com/appYiqC2OPfonwzcP/pagIJE6oPGpymWoKt/form>

You will be asked to upload

- a CV outlining your current experience
- A covering letter or a video explaining why you are interested and qualified for the role

The deadline for submission of applications is **6pm on Friday 28th March 2025**. You will be informed if you have been invited for interview by 2nd April. Interviews will take place on Monday 7th April 2025.

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](mailto:rhian.hutchings@anthem.wales)

## **PROGRAMME ASSISTANT ROLE DESCRIPTION**

**Contract:** fixed term running from 1st April 2025 - 31st March 2026

**Salary:** 7 hours per week at a rate of £14 per hour

**Location:** Candidates will be expected to be South Wales based and work from Anthem offices, Bizspace, 5 Fitzalan Place, Cardiff, CF23 5DT.

**Responsible to:** Anthem Chief Executive Officer & Programme Manager

This role is open to candidates aged 18 to 30 and supported by Youth Music Industry Connect Fund.

Anthem Programme Assistants will be responsible for keeping their allocated Anthem projects to schedule and on budget, supporting events, collecting data and assisting with report writing.

### Tasks

- Assisting with planning and scheduling of activity
- Assisting with budget management
- Management of Nurture network and showcase events
- Working directly with project participants to support them

- Working with Anthem Communications Manager to enable effective communications planning around activity streams
- Working with CEO and Fundraising Manager to manage evaluation and reporting for Anthem activity streams
- Working within key Anthem Policies including Safeguarding, GDPR & Equalities and Diversity and Code of Behaviour.

### Features

- Office space at Anthem offices - Bizspace, 202 Trafalgar House, 5 Fitzalan Place, Cardiff, CF24 0ED
- Ability to travel to attend meetings or to attend meetings online
- Ability to support at in person events as required
- Training will be provided as part of the role
- A Disclosure and Barring Service check will be undertaken by Anthem
- a working knowledge of digital platforms, including Discord, Zoom, Google, Airtable, Canva

### Person Specification

Knowledge and Experience
Experience of organising a gig or an event
Active participation in your local music scene
Experience of supporting young people in Wales
Experience of volunteering for a local project
A passion for music in Wales
Skills and Abilities
Strong organisational skills
A detailed worker with attention to detail
Excellent verbal and written communication
Good analytical skills, with the ability to gather, interpret and assess information from a variety of sources and identify key issues

Confident in leading a group of people from different backgrounds
The ability to work bilingually in English and Welsh
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
Strong Welsh language skills
Knowledge of project management and event management
Knowledge of the music industry and youth music landscape in Wales
Experience of working in or with the charitable sector