



## **Project Worker**

**Responsible to:** Board of Trustees

**Location:** Edinburgh, West Pilton Area

**Hours:** Part time, 18.5 hours per week, which may include evenings and weekends where necessary. This can be discussed at interviews.

Salary: £23,000/annum pro-rata. 1 year contract with continuation subject to funding.

**Interviews will be held online via zoom**

Closing Date: Friday 29<sup>th</sup> April 2022

Interviews: Week beginning Monday 9<sup>th</sup> May 2022

## **Ama-zing Harmonies information**

Ama-zing Harmonies is a community singing group that brings people together through music, and cultural activities.

Singing is a fantastic way to spread happiness, improve and promote health and well-being and create a sense of community spirit. Our project is situated in an area with people from disadvantaged backgrounds. Through singing we bring people together to network, build community, break isolation and celebrate our diversity as well as what we have in common.

Through the activities we provide, we aim to unite our community, promote diversity and, tolerance, and equip our young people with a range of musical and confidence skills.

Overall we are hoping to strengthen the community and build individuals positively through our various projects including youth projects, key tool being Music.

## **Job description:**

The post holder will provide administrative support for the core organisation and the various projects that Ama-zing Harmonies delivers across its key areas: Music, culture, and youth & community projects. Most of our activities will be run online for the time being

The post holder will work closely with the board for the different programmes, and be responsible for overseeing a number of administrative tasks for the organisation.

## **The post holder's responsibilities will include:**

- General office management – ensuring online & offline documents are well organized, filed, backed-up and kept up to date.
- Admin email account – checking and ensuring all emails are replied to or forwarded onto the appropriate person.
  - Being a key contact person for members, tutors and others involved in projects, sending out update emails, keeping people well informed, and helping to organise workshops and events.
  - preparing for youth workshops, monthly singing & events and assisting delivery of workshops where necessary
  - Recruiting trainers and/or participants for projects.
- Organizing and updating the information on the website and social media platform so it is clear, up to date and well presented to the public
- Attending workshops and relevant community events and trainings.
- Maintaining close communication with the board about all aspects of work.
- Assist with funding applications and end of grant awards report writing
- Working closely with Volunteers
- Organizing board meetings (quarterly)
- Operating within agreed budgets.
- Listening to young people/participants and taking into account their ideas and involving them in the development and delivery of Ama-zing Harmonies activities.
- Keeping a clear timesheet documenting work
- Invoicing for all work in a professional and timely manner.

- Being aware of, and compliant with, all Ama-zing Harmonies policies, and Code Of Conduct.
- Being aware of, and complying with, the child-safety regulations and other policies of any partner organizations visited as part of the role.
- Any other agreed roles

**Candidates should have:**

- Experience of working with volunteers
- Demonstrable experience of conceiving projects in consultation with communities
- Ability to build and maintain meaningful relations and partnerships with all stakeholders
- Demonstrable experience of managing and successfully delivering projects
- Excellent communication skills and ability to articulate and express ideas clearly and succinctly to a wide range of audiences
- Ability to work calmly under pressure whilst delivering high quality work standards
- Ability to make funding and grant applications.

**Desirables:**

Ability to play a musical instrument

Promotional and marketing skills

Management qualities

Musical qualities.

To apply, send CV and personal Statement to [amazingharmonies@gmail.com](mailto:amazingharmonies@gmail.com)

For all enquiries, email [amazingharmonies@gmail.com](mailto:amazingharmonies@gmail.com)