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**OLYMPIAS**

Music  
foundation

# OLYMPIAS MUSIC FOUNDATION

## Programmes and Finance Coordinator Job Pack

Olympias Music Foundation is a charity registered in England  
and Wales (no. 1194413)

# About OMF

Olympias Music Foundation is the **only organisation in Manchester providing free, sustained, high-quality musical opportunities to children from low-income families and diverse backgrounds**. Since 2015, **we have delivered 16,000+ free music lessons** to children in Manchester, engaging hundreds more children and adults through choirs, workshops, and performances. Our vision is that **every child in Manchester has access to a high-quality music education** and that, through our work, **communities are supported and thriving**.



We are **proud to have received several regional and national awards** for our work, including the The King's Award for Voluntary Service 2023, Creativity in the Community Prize (Be Proud Awards 2019), Promotion of Equality and Diversity Prize (Manchester Culture Award 2018), and Grassroots Champion Award (Community Integration Awards 2017).

We have ambitious plans – we aim to provide weekly lessons to 250 children by 2026 and, in doing so, significantly change the demographic make-up of performers and music audiences in Manchester over the next 10 years.

## About the role

**Job title: Programmes and Finance Coordinator**

**Location: Manchester & remote**

**Contract: Permanent – part-time (24 hours per week, flexible working)**

**Salary: £24,000 pro rata (£14,400 per annum)**



We are seeking a **friendly and community-focused** individual to help coordinate our music programmes and support with administrative tasks. Although some on-site working is required (3 evenings per week from at Dean Trust Ardwick secondary school in Manchester from 4:30–8pm during term-time), **the role is flexible and we are happy to accommodate preferred working patterns** for the right candidate. The successful candidate will be joining a **small but mission-driven team**, and work on the frontline of the OMF to **bring music to communities** and to **manifest positive lasting change** in the music sector in Manchester.

# Programmes and Finance Coordinator – job description

This is an **exciting entry-level role** for an **enthusiastic and well-organised individual** to **work closely with OMF families** and **develop their skills in administration and finance**. The successful candidate will **support the smooth running of OMF's music lessons** 3 evenings per week (4:30–8pm at Dean Trust Ardwick secondary school in Manchester), **liaising face-to-face with parents and external partners** to answer and resolve problems in person, as well as via phone and email.



The successful candidate will also **help with administrative tasks** such as **maintaining pupil registers and instrument inventories** and **paying and recording invoices** – liaising closely with OMF's Programmes Manager and Programmes and Finance Administrator to **maintain lines of communication between OMF's families, teachers, and core staff**.

As this is a **flexible role**, we are happy to discuss the **successful candidate's preferred work patterns** and to support the individual to complete administrative **work from our offices at Manchester Museum or from home** as they wish.

Though **no previous professional experience is required**, the role requires somebody with **good organisation skills** and a **flexible and positive attitude**. As this individual's role is outward facing, they will also need to be **compassionate, approachable, and a good communicator** – able to build rapport with a diverse range of people including children, families, teachers, and external organisations.





# Programmes and Finance Coordinator – role profile

## What does the day-to-day look like?

### **Programmes Coordination:**

- Spend three evenings (4:30–8pm) per week during term time at Dean Trust Ardwick getting to know families; put out colouring books for children and setting up tea and coffee for waiting parents; set up and clear up classrooms at the start and end of the evening.
- Act as point of contact for parents, teachers and external partners, and communicate updates and issues to Programmes Manager and Programmes and Finance Administrator
- Contact and coordinate dep teachers in the event of teacher absences
- Respond to and resolve enquiries from parents and teachers
- Support with the delivery of concerts, performances and other events
- Ensure implementation of policies and practices (e.g., GDPR and Safeguarding policies)

### **Finance and Administration:**

- Help with paying invoices for freelance teachers
- Keep OMF's records up to date (e.g., pupil contact details, absences, instrument inventory)
- Input data into OMF's CRM (customer relationship management) system
- Take minutes at important meetings (e.g., Trustee Board meetings)
- Prepare risk assessments for events and venues
- Help to share news about the OMF community's achievements with the charity's supporters through OMF's social media channels

## What we are looking for in our candidate:

### **Essential:**

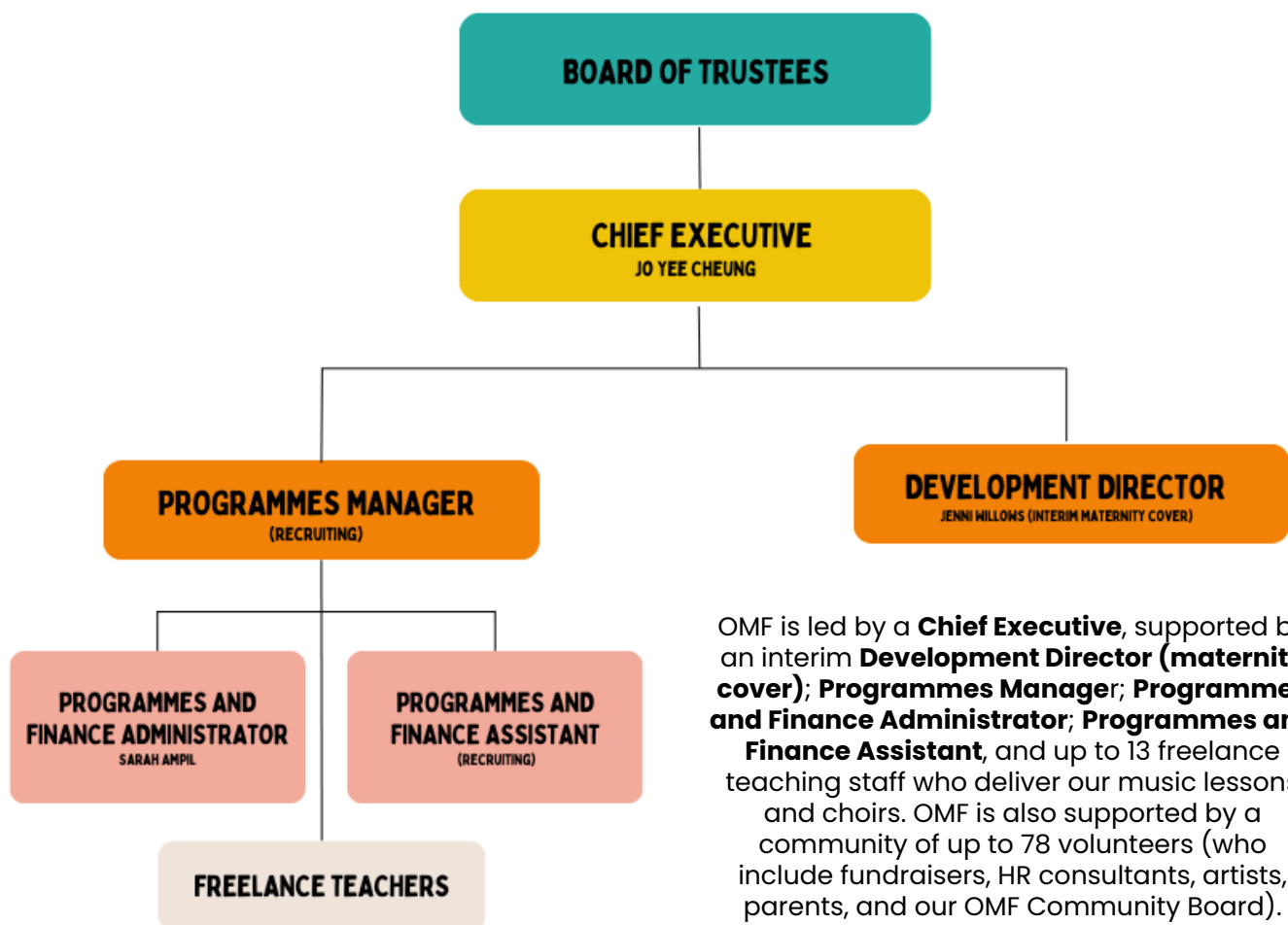
- Friendly, helpful and approachable manner
- Ability to work on own initiative, be flexible and reliable
- Ability to work adaptably in a small team, often balancing several tasks at once
- Ability to build rapport with staff, participants, and external partners, communicate clearly across different mediums (e.g., in-person, email, WhatsApp)
- Willingness to participate in complex problem-solving and support in generating solutions
- Enthusiasm for music, and a belief in its ability to empower young people and communities
- Eligibility to work in the UK

### **Desirable:**

- Experience using social media for digital marketing
- Experience working with communities
- Driving license



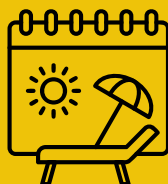
# OMF Organisational Structure



## BENEFITS OF WORKING WITH OMF



Competitive salary



17 days paid holiday + bank holidays



Workspace at Manchester Museum



Flexible working



Supportive team



Social events



Making a difference in the community



Direct impact in growing the charity

# Application process



**Applicants should send their CV and a statement of up to 1,500 words which addresses why you'd like to work with Olympias Music Foundation and any relevant experience you might have to OMF's Chief Executive, Jo Yee Cheung, at [joyee.cheung@olympiasmusicfoundation.com](mailto:joyee.cheung@olympiasmusicfoundation.com).**

Successful candidates will be invited to an in-person interview at OMF's offices at Manchester Museum in late January to early February 2024.

We will ensure all qualified applicants receive consideration for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. We invite applicants to contact us directly to identify any additional support required. Candidates who are unable to apply online are encouraged to contact us directly for alternative ways to apply. **The deadline for applications is 12pm on Friday 26th January**

**For more information about OMF, visit [www.olympiasmusicfoundation.com](http://www.olympiasmusicfoundation.com) or find us on Facebook, Instagram and Twitter using the tag @olympiasmusic**

