

## **Voices for Life: Singing and Wellbeing Charity**

### **Part-time Community Engagement Officer**

#### **Role Overview**

**Role Title:** Freelance Part-Time Community Engagement Officer

**Hours:** Up to 14 hours per week depending on requirements.

**Hourly Rate:** £15 per hour.

**Location:** Remote with attendance required at meetings and events in Bath and the surrounding area.

**Closing date:** Midday 12<sup>th</sup> April 2024.

#### **Contact Details**

Tessa Armstrong, Founder and Executive Director

07989 343195

[tessa@voicesforlife.org.uk](mailto:tessa@voicesforlife.org.uk)

#### **About us:**

**Voices for Life believes in a world where all children can make music to promote wellbeing and build sustainable communities.**



Voices for Life is a small and ambitious charity based in Bath. We engage primary school children in the UK in group singing (10 to 450) through high-quality projects that uniquely blend singing and wellbeing activities, fostering confidence and skills. Additionally, we manage a community-based Bath children's choir. We use these unique music initiatives to bridge the gap between urban, rural, and underserved communities as a means of developing confidence, skills, and capabilities. Within each project, musical works are created and codesigned with the children and culminate with a performance for parents, carers, and wider community.

Since our 2021 launch, we've enriched communities through our unique music initiatives, bridging the gap between deprived and affluent areas. Engaging 8900 children in 540 workshops across 40 schools, we've commissioned 6 choral works, designed five singing and wellbeing projects, and provided transformative experiences for children to perform in iconic venues like Bath Abbey, Wells Cathedral, Wiltshire Music Centre, and St George's Bristol with up to 50 professional musicians. We have also recently performed in front of Her Majesty the Queen.

Watch Voices for Life's journey since it launched in February 2021:

<https://www.youtube.com/watch?v=zQR1ZXPuRlw>

## **Role Description**

### **Part-time Community Engagement Officer**

#### **Position Overview:**

We are seeking a passionate and driven Community Engagement Officer with a background in relationship management to join our small, dedicated team on a 2-year freelance contract with the potential for a longer-term relationship. In this role, you will be providing administrative assistance and handling communications tasks, with attendance required at meetings and events in Bath and the surrounding area.

This is an exciting role working with the Executive Director to support the sustainable growth of our ambitious young charity as we aim to scale up our projects in Bath & Northeast Somerset, Wiltshire, South Gloucestershire, Somerset, and Cornwall from our core creative hub in Bath.

#### **Key Responsibilities:**

##### **Communications:**

- Collaborate with the Executive Director to develop and execute communication strategies.
- Build and manage media database.
- Create compelling content for our website, social media channels, newsletters, and press releases.
- Manage social media accounts and engage with our audience to increase visibility and community engagement.
- Publicise and promote events and concerts.
- Assist in cultivating relationships with media contacts and responding to media enquiries.
- Monitor and analyse communication efforts to measure effectiveness.
- Assisting at events such as concerts and fundraisers.

##### **Administrative Support:**

- Assist with office tasks including scheduling, correspondence, managing and coordinating suppliers and external providers.
- Support in coordinating meetings, events, school recruitment and workshops.
- Liaise with participating schools and organisations (for example timetabling of workshops, briefings on arrangements for massed rehearsals and concerts).
- Maintain accurate records and databases.

#### **What do we need from you?**

- Experience in communications, marketing, business administration, or related field.
- Understanding of social media and how to optimise brand awareness.
- Previous experience in administration and/or communications roles, preferably within 'not for profit', creative arts or education.

- Excellent written and verbal communication skills with attention to detail.
- Strong organisational and time management abilities, with the capability to manage multiple tasks effectively.
- Proficiency in Microsoft Office Suite and social media platforms i.e. Canva / Mailchimp.
- Passion for music, singing, and children's wellbeing.
- Involved with work with children so Enhanced DBS check essential.
- A willingness to travel to meetings and events in Bath and the surrounding area.

### Benefits:

- Flexible hours and the opportunity to work remotely.
- The chance to contribute to meaningful projects that make a positive impact on children's lives through music and wellbeing initiatives.

### Remuneration

- Freelance contract (funding secured for up to 2-years).
- Up to 2 days a week (flexible depending on requirements).
- £15.00 per hour.
- The successful candidate will need to supply evidence that they are self-employed and will be responsible for paying income tax and national insurance contributions on their earnings.

### How to apply:

Please send covering letter and CV outlining your relevant experience and why you are passionate about working with Voices for Life. Applications should be emailed to Tessa Armstrong: [tessa@voicesforlife.org.uk](mailto:tessa@voicesforlife.org.uk)

**Deadline for applications:** We are actively reviewing applications on a rolling basis. The advert may close early if a successful applicant is found.

**Next Steps:** Interviews will be held face to face in Bath.

**Diversity & Inclusivity:** Voices for Life is committed to diversity and inclusion. We encourage individuals from all backgrounds to apply.



“I love Voices for Life because it’s really inclusive. You learn from brilliant teachers, and you get amazing opportunities to perform. I’m a Voices for Life champion because I want to share a love of singing with more people.”

Eleanor, age 11