

Burry Port Town Band Music Hub Coordinator

Job Title: Burry Port Town Band Music Hub Coordinator

Location: Memorial Hall, Burry Port, Carmarthenshire (with some local travel to partner schools)

Contract: Part-time / Fixed-term (initial 12 months, with potential extension subject to funding.) The successful candidate will be engaged on a freelance basis and will invoice for their time and services on an agreed schedule.

Hours: 4 to 8 hours per week, mainly during term-time and flexible

Salary: Living Wage, £13.45 per hour.

Reports to: Chairman of Burry Port Town Band.

About Burry Port Town Band

Burry Port Town Band is a community brass band with a proud history and a commitment to nurturing the next generation of musicians. Alongside our award-winning senior brass band, we run *Blast Off into Brass*, a thriving junior group offering young people their first ensemble experiences. Building on this success, we are establishing a new *Ignite Brass* beginners group and developing a local Music Hub to provide inclusive, accessible instrumental learning opportunities for all young people in our community.

Purpose of the Role

The Music Hub Coordinator will play a central role in developing and delivering the new Burry Port Music Hub. They will coordinate our growing youth and beginner brass programmes, build strong relationships with local schools, the County Music Service, and other stakeholders to help establish clear musical pathways from beginner to band membership. The postholder will be instrumental in ensuring that more young people across the local area have the chance to discover the joy of community brass playing and performance.

Key Responsibilities

Programme Development and Coordination

- Support the setup and running of *Ignite Brass*, the new beginner brass group.
- Help us coordinate rehearsals, tutors, venues, and resources for *Blast Off into Brass* and *Ignite Brass*.
- Work with our Musical Directors to ensure a smooth learning progression between the groups and into the main band.
- Help us plan performances, workshops, and showcase events to celebrate participants' progress.

Schools Engagement

- Build relationships with local primary and secondary schools to promote brass playing opportunities.
- Work with peripatetic music teachers and the County Music Service to offer introductory workshops and demonstrations.
- Coordinate school visits, taster sessions, and recruitment activities for the beginner programme.

Community and Partnerships

- Act as the main point of contact for parents, schools, and community partners involved in the Music Hub.

- Support funding applications and monitoring of participation and impact.
- Help promote the Music Hub through social media, local press, and community networks.

Administration and Monitoring

- Maintain participant records, attendance, and safeguarding documentation.
- Support the band's committee in evaluating the programme's reach and outcomes.
- Help prepare updates for funders and the band's leadership team.

Person Specification

Essential

- Strong organisational and communication skills.
- Experience of working with children and young people in an educational, musical, or community setting.
- A passion for music education and community engagement.
- Ability to work independently and collaboratively with volunteers and musical leaders.
- Commitment to safeguarding and inclusivity.
- Subject to passing an enhanced DBS check.

Desirable

- Knowledge of local schools and music networks.
- Experience of brass or ensemble music-making.
- Experience in coordinating projects, events, or youth programmes.
- Basic administrative and social media promotion skills.

What We Offer

- The chance to make a real difference in expanding access to music for young people.
- Flexible working arrangements within a supportive community environment.
- Opportunities for professional development in music education and project management.
- A welcoming, family-friendly atmosphere at one of Wales' leading community brass bands