

Job Description: Fairbeats Interim Co-Director (maternity cover)

Fixed term part time contract 19th October 2020 - 10th September 2021

1.5 days per week (0.3 contract)

£38,000 pro rata

Reports to: Chair of Trustees

Responsible for: Music Coordinator and Freelance Artists

Collaborates with: Co-Director

Introduction to Fairbeats

Fairbeats is a music charity working with young refugees, asylum seekers, newly arrived migrants and their families. We work with community centres across south London and the families we work with come from all over the world. We bring people together music-making and other artistic activities in a way that is creative, relaxed, dynamic and fun.

Fairbeats was founded by Catherine Carter and Jennifer Raven in 2010 and became a registered charity in 2014.

The core of our work involves delivering regular music sessions for children age 3-11 in partnership with four community centres:

- The Rainbow Club Saturday school at Action for Refugees in Lewisham
- The Love To Learn homework club at the Katherine Low Settlement in Wandsworth
- Holiday clubs at Refugee Action Kingston
- Holiday clubs at the Southwark Day Centre for Asylum Seekers

During the COVID-19 pandemic, we have moved our work online and continued to stay closely connected with the partner centres. You can find out more about our work, meet the team and hear music Fairbeats children have created on our website: www.fairbeats.co.uk

Fairbeats Mission

Our **mission** is to provide relief and respite to refugees, asylum seekers and new migrants through music. We do this by making **music** with children and their families from diverse backgrounds and different walks of life. In doing so, we aim to be an anchor in a chaotic and challenging world. We offer space and time outside the challenges of everyday existence – a meeting place and a space of refuge, where we witness each other's experiences and enjoy quality time together. We also carry out and publish **research** to find out how music-making and other artistic activities can promote integrated and supportive communities.

Fairbeats Vision

Our **vision** is for a society which embraces newly arrived children and families, and supports them to participate in its musical and cultural life. We want every child to be able to take part in music and culture, to the extent that they wish to do so.

We are an *enabling organisation*: we acknowledge that we are one part of a much larger mission to promote equality, fairness and freedom for all human beings, especially those who have left their countries of birth and who become refugees, asylum seekers and newly arrived migrants.

Our beliefs

- We believe that **participation in arts and culture is a basic human right**, as enshrined in Article 27 of the United Nations Declaration of Human Rights. Our participants have often had their most fundamental rights violated in their country of birth. Arriving in the United Kingdom, they face multiple challenges: language barriers, complex processes, inadequate living conditions and profound uncertainty. They find themselves in a new culture, with different legal, health and education systems, as well as new customs, practices and expectations – this can be confusing and overwhelming. By making music together, we provide respite from these challenges and opportunities to forge new relationships that support families to build lives in the UK
- We believe that **children and families are best placed to voice their needs and expectations**. We recognise that refugees, asylum seekers and newly arrived migrants are not an easily defined “community”. For this reason, we work in close consultation with our partner centres, our children and their families to better understand their needs, wishes and desires.
- We believe that making **music together is the best way that we can achieve our mission and vision**. Making music allows children to connect with one another and express themselves in a common musical language. As artists, musicians and engaged citizens ourselves, we believe that we have a responsibility to support the most vulnerable members of our society whether they have lived here for generations or only just arrived. We believe **all forms of music are valuable**, and strive to embrace music styles from across the world. We focus on creating new music together, drawing on the knowledge, experience and expertise of every person in the room. As a learning organisation, we are constantly evaluating our practice and collecting evidence on the role of music in making such changes.

Our **values** are creativity, consistency, flexibility, fairness and trust.

The Fairbeats programme

Fairbeats creates an inclusive and inspiring space for children and their families to make music together.

Our key **aims and objectives** are to:

1. Deliver fun, dynamic music-making sessions for newly arrived children and their families, in a safe and supportive environment.
2. Train and develop practitioners to work in community settings with newly arrived children and their families.
3. Produce thoughtful, awareness-raising research about music-making in these settings, and share this with the music sector.
4. Support children’s progression to other musical and cultural activities that further their development.
5. Run an ethically principled and sustainable organisation which can successfully achieve these aims.

The Fairbeats model and creative approach involves **two main strands of work**:

1. Community centre-based programme - providing children and young people with regular access to music-making:

- Instrumental sessions (predominantly on ukulele and fife/flute)
 - Creative sessions (songwriting, improvisation, bands)
 - One-off workshops with visiting artists and organisations such as Pumpkin Jigsaw carnival band, World Heart Beat Music Academy and Aurora Orchestra
2. Progression routes - supporting children and young people to access musical progression routes such as 1:1 lessons, music classes at clubs at other local centres/organisations, and seeing live music at London venues.

During 2019-2020 we embarked on the Fairbeats Songbook project to celebrate our 10th anniversary - the project is about working with inspirational Artists, chosen by Fairbeats children, to create new music. You can hear 'Rise Up' which was created by children at Love To Learn and facilitated by rapper, singer, songwriter and producer Awate Suleiman here: <https://fairbeats.co.uk/2020/06/09/fairbeats-playlist-threads-radio-show/>. The project was postponed due to COVID-19 but we are aiming to recommence it from the end of 2020 and into 2021.

Our programme is delivered by a team of inspirational freelance Artists who facilitate music sessions with support from Trainees and volunteers. Our Trainee programme provides people with the opportunity to develop their skills and confidence alongside more experienced music leaders.

A core principle of our work is youth voice and choice, so we regularly consult with Fairbeats children and families, and Artists embed voice and choice within all sessions. For the 10th anniversary Songbook project children chose the Artists and musical styles they wanted to work with to create new songs.

The Fairbeats programme during COVID-19

During COVID-19 we have worked with our partner centres and families to adapt our programme of activity. So far this has included:

- Delivering instruments and digital devices to children's homes
- Pre-recorded online sessions
- Live online sessions via Zoom
- Hardcopy music activities posted to families
- Creative care packs delivered to families - including an activity using disposable cameras to inspire songwriting called 'What's still happening with you?', which you can read about [here](#)

We are continually working with our partner centres to assess the safest ways to deliver music activity during COVID-19, and anticipate that the maternity cover Director will need to work in a flexible and responsive way to enable a safe and impactful programme as the COVID-19 situation develops further.

Main purpose of the role

We are recruiting an Interim Co-Director to lead the Fairbeats programme whilst our Creative Director, Catherine Carter, is on maternity leave. This is an exciting and rewarding role for someone with senior leadership experience and a commitment to working with young refugees, asylum seekers and migrants.

The main focus of the role is:

- Overseeing and maintaining a strong programme of activity during a time in which ongoing change is expected
- Managing and supporting the Fairbeats team (freelance Artists and Trainees, volunteers, Bookkeeper and Fundraiser)

- Overseeing finance, HR and operations - continuing to strengthen operational infrastructure and processes as the charity develops
- Reporting regularly to the Board of Directors and preparing activity reports, management accounts and budgets for board meetings
- Supporting/collaborating with the Co-Founder/Co-Director on strategy, fundraising and governance

Key Responsibilities

Programme and creative leadership

- Lead the core Fairbeats creative programme, to ensure it engages and meets the needs of children and young people from our communities, supports them to develop musically, personally and socially, and opens up progression routes into the other creative activities
- Lead the successful completion of the 10th anniversary Songbook project which may now include online delivery
- Work with the team and Trustees to continually adapt the programme during COVID-19
- Lead programme evaluation and report to funders
- Line manage the Coordinator and Artist team to ensure they feel well supported to deliver high quality sessions and achieve excellent outcomes
- Ensure the team receives relevant professional development, including two team training sessions per year

Operational leadership and governance

Oversee all HR procedures and processes:

- Recruit, contract and manage employed and freelance workers
- Lead the appraisal process
- Ensure HR records are robust and well-maintained

Oversee financial management:

- Oversee, update and maintain accurate management accounts
- Allocate resources carefully and accurately
- Work with the bookkeeper to manage PAYE payroll and invoice payments
- Prepare annual budgets (working with the Co-Director, Bookkeeper and Treasurer)

Safeguarding:

- Act as the Designated Safeguarding Lead, ensuring that the Safeguarding Policy and Procedures are followed and enacted
- Foster a culture of safeguarding across the organisation

Governance:

- Ensure Fairbeats meets its statutory and legal obligations at all times
- Report to the Board and sub-committees, prepare board papers that communicate appropriate information on all matters to Trustees and attend Board meetings

Strategic and Development Leadership jointly with the Co-Director

- Provide strong, inspirational leadership to enable Fairbeats to achieve its artistic and strategic ambitions
- Initiate and develop collaborations to support Fairbeats objectives
- Contribute to fundraising activities

- Oversee the fundraising strategy and develop relationships with existing and potential funders and donors
- Create a positive, open, responsive working culture to best support young people, the local community and visiting organisations and ensure learning is embedded across the organisation

Communications

- Support the Coordinator to manage social media and online communications

In collaboration with the Co-Director:

- Advocate for Fairbeats to develop its relationships and profile
- Maintain a positive public profile for Fairbeats, including representing Fairbeats at external events and in the media
- Develop partnerships with other organisations to strengthen progression routes and support the development of activities
- Develop and maintain relationships with Youth Music, Arts Council England, Music Hubs, the Music Educations Sector and other stakeholders

General

- Attend performances, meetings, receptions and events as required (online whilst COVID-19 restrictions remain in place)
- At all times carry out duties and responsibilities with regard to Fairbeats Music's policies and procedures
- Undertake such other duties as may reasonably be required

This job description is a guide to the nature of the work required of this position. It is neither wholly comprehensive nor restrictive and does not form part of the contract of employment.

Person Specification

The successful candidate will be able to demonstrate the following knowledge, skills and experience:

Essential knowledge, skills and experience

- Recent management and senior leadership experience in arts, community, refugee action or youth organisations
- An understanding of best practice in youth and community music and arts, especially in work relating to refugees, migrants or other vulnerable groups
- A genuine passion and commitment to offering high quality creative opportunities for young people
- An understanding of the social, political and financial challenges facing young people from diverse communities
- A commitment to youth voice and youth leadership
- Exceptional written and oral communication skills with the ability to advocate for the value of music and the arts funders, young people, parents and the wider community
- A high level of digital literacy and ability to manage an organisation virtually, including facilitation of online meetings, digital communications and devising online activity.
- Understanding and experience of good practice in safeguarding young people and adults at risk
- Experience of fundraising in the arts, humanitarian and youth sectors
- Comprehensive understanding of charity governance

Essential Behaviours

- The ability to lead a team and inspire and motivate colleagues, young people, artists, audiences, donors and the local community
- The ability to support and explore creative ideas with colleagues and other artists
- Highly dynamic and proactive, with the ability to lead with initiative
- The ability to foster, broker and build productive partnerships
- The ability to create positive, supportive and nurturing relationships with staff, young people and their families, alumni and people from the surrounding community
- A commitment to the principles of diversity, inclusion, equity and social justice
- Sensitivity and understanding in dealing with young people, artists and participants with additional needs

Desirable skills and experience

- Experience developing high quality digital and remote learning content and activities
- Experience establishing and embedding youth voice within an organisation

Terms

The post is offered as a part-time, temporary position, subject to successful completion of a one-month probationary period.

Hours: Usual working hours are between 10am and 6pm during weekdays, though this post will require flexibility and some weekend and evening work. We are a flexible organisation supportive of working patterns that meet the needs of the successful candidate and Fairbeats.

Location: This is a home-working post, so the successful candidate will need to be comfortable managing a team, projects and operations online. Pre-COVID-19 our projects were delivered in situ at our four partner community centres in Lewisham, Wandsworth, Kingston and Southwark. Dependent on the ever-changing COVID-19 situation, the successful candidate may be required to work on site.

Salary: £38,000 pro rata (1.5 days per week) plus pensions contribution.

Holidays: 25 working days per year (pro rata) plus statutory holidays.

Period of notice: 3 months.

The successful candidate will be required to complete an enhanced DBS check and complete Designated Lead safeguarding training.

Application process

Please submit a CV and cover letter responding to the following questions:

- What excites you about this role?
- How does your experience match the Key Responsibilities and Person Specification?

Please submit (1) a **CV** of no more than **two pages** in length and (2) a **Covering Letter** of no more than **two pages** in length.

Applications should be sent by email to Kaia McTernan on kaia.fairbeats@gmail.com

Key dates

- Deadline for applications: **5pm on Monday 21st September 2020**
- Interviews: week commencing **28th September 2020**

We welcome enquiries about the role and are very happy to speak to anyone interested prior to applying. If you would like to arrange a phone call please contact Co-Director Jennifer Raven on jenn.fairbeats@gmail.com or 07725 946836.