

Fairbeats General Manager Job Description and application information:

2.5 days per week (0.5 contract)

£34,000 pro rata

Reports to: Co-Directors

Responsible for: Music Relationships Coordinator and Freelance Artists

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 for 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 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/>.

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 worked with our partner centres and families to adapt our programme of activity. This 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](#)

Main purpose of the role

We are recruiting a Fairbeats General Manager to run the Fairbeats programme. This is an exciting and rewarding new role for someone with management experience and a commitment to working with young refugees, asylum seekers and migrants.

The main focus of the role is:

- Managing a strong programme of work 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
- Managing and supporting the Fairbeats team (freelance Artists, Trainees and volunteers)
- Managing finance, HR and operations

Key Responsibilities

Programme

- Manage the core Fairbeats creative programme
- Develop a monitoring and evaluation strategy to effectively evaluate the outcomes of all Fairbeats projects and initiatives, ensuring that these are evidenced and reported for future planning, and in accordance with funding criteria.
- Line manage the Coordinator and team of Artists to ensure they feel well supported to deliver high quality sessions and achieve excellent outcomes
- In collaboration with the Creative Director manage relevant professional development, including two team training sessions per year

Operational management and governance

Manage all HR procedures and processes:

- Manage recruitment, induction and contracting of employed and freelance workers
- Manage the appraisal process of the coordinator and team of Artists
- Ensure HR records are robust and well-maintained

Financial management:

- Manage and maintain effective financial and project progress forecasting, planning and reporting processes.
- Allocate resources carefully and accurately
- Work with the bookkeeper to manage PAYE payroll and invoice payments

Safeguarding:

- As instructed by the Board and Directors ensure that the [Safeguarding Policy and Procedures](#) are followed and enacted
- Foster a culture of safeguarding across the organisation

Governance:

- Support the Directors to ensure Fairbeats meets its statutory and legal obligations at all times
- When required prepare board papers that communicate appropriate information on all matters to Trustees and attend Board meetings

Communications

- Manage social media and online communications and website
- Advocate for Fairbeats to develop its relationships and profile
- Develop partnerships with other organisations to strengthen progression routes and support the development of activities

General

- Attend performances, meetings, receptions and events as required
- 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	Desirable knowledge, skills and experience
Recent management experience in arts, community, refugee action or youth organisations	Understanding of charity governance
An understanding of best practice in youth and community music and arts	An understanding of best practice relating to refugees, migrants or other vulnerable groups
Track record of offering high quality creative opportunities for young people	Experience establishing and embedding youth voice within an organisation
An understanding of the social, political and financial challenges facing young people from diverse communities	
Exceptional written and oral communication skills with the ability to advocate for the value of music and the arts to funders and partner organisations	Exceptional written and oral communication skills with the ability to advocate for the value of music and the arts to young people, parents and the local community
A high level of digital literacy and ability to manage an organisation virtually, including facilitation of online meetings and digital communications -	Experience developing high quality digital and remote learning content and activities
Understanding of good practice in safeguarding young people and adults at risk	Experience of managing Safeguarding for a small organisation
Experience of fundraising in the arts and youth sectors	Experience of fundraising in the humanitarian sectors
	Experience liaising with external artists

Essential Behaviours
The ability to manage a team and support, nurture and motivate colleagues and the Fairbeats team of Artists
Highly proactive and organised, with the ability to lead with initiative
A commitment to youth voice and youth leadership
The ability to foster, broker and build productive partnerships with other organisations
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
Ability to represent Fairbeats within the sector

Terms

The post is offered as a part-time 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: £34,000 pro rata (2.5 days per week) plus pension 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 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?

Fairbeats!

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: 6th December 2021
- Interviews: week commencing 13th December

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 Creative Director Catherine Carter on fairbeats@gmail.com or 07817 550 510.

Fairbeats aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of people we work with in our projects. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people to apply from the refugee and new migrant communities we serve.