

Role profile

Job title	Development Coach - Sound Check (Greater Manchester / West Yorkshire)
Department	The Learning Foundry
Reports to	Delivery and Performance Manager – Funded Learning
Job level	4
Review date	February 2024

1 Role purpose

A summary of the core purpose and overarching responsibility of the role.

- 1.1** To utilise your passion, skills and experience of the live music industry to lead and deliver 'Sound Check' – TLFs engaging and inspiring training and employment programmes that support young people aged 16-24 to achieve their full potential.
- You will support learners to achieve their goals and qualifications and introduce them to the skills they need to pursue a career in the live music industry. You will support learners to gain hands-on skills at live events, which will lead to opportunities for them to progress into employment, apprenticeships, and/or Further Education.
- This programme is a partnership between The Learning Foundry and Future Yard with all programmes delivered across **Greater Manchester / West Yorkshire** in partnership with Future Yard.
- Future Yard is an exciting new grass roots music venue based in Birkenhead. Due to the nature of the partnership and the collaborated nature of the delivery, the role to be split between our HUB venues in the Greater Manchester and West Yorkshire locations. There will also be travel to Future Yard (75 Argyle Street, Birkenhead CH41 6AB) and The Learning Foundry Head Office (The Watson Building, 4 Renshaw St, Liverpool L1 2SA)

2 Key responsibilities of the role

A non-exhaustive list of the key role responsibilities and duties to be carried out by the post holder.

2.1	To lead the design and delivery of 'Sound Check' training & employment programmes, ensuring effective planning and delivery to timescales.
2.2	To use innovation to design venue-based learning, to maximise engagement with learners.
2.3	To support the Sound Check recruitment initiatives, to engage, attract and retain learners.
2.4	Work closely with the Future Yard Head of Live on a day to day basis to ensure programme delivery is aligned to industry requirements, ensuring overall success.
2.5	To explore learning models reflecting best practice to continually improve the in-venue learning experience and share best practice and ensure consistency and standardisation in training approaches and delivery.
2.6	To ensure there are rolling scheme of works / lesson plans in place that stretch and challenge learners to achieve their learning goals.
2.7	To design and develop high quality, engaging learning resources and materials
2.8	To plan fun and engaging enrichment activities including industry guest speakers, drawing from the Future Yard team.
2.9	To set up and manage work experience / shadow shifts for all learners, to gain hands on experience at live events both at Future Yard and within partner LCR venues, using established administration systems.
2.11	To support learners to gain the technical production and live music event management skills and knowledge, to deliver their own live event at Future Yard.
2.12	To develop an Individual training plan for each learner with SMART stretching targets, support them to make significant progress from their starting points towards their career goals.
2.13	To conduct 4 weekly progress reviews with learners, adjusting targets, goals and learning outcomes to meet individual needs.
2.14	Attend key TLF meetings and departmental meetings as and when required
2.15	Complete all relevant on programme and exit paperwork such as, but not limited to; leaver forms, additional learning support plans, registers, exit interviews.
2.16	Ensure that all learners make significant progress from their starting points and achieve their learning outcomes
2.17	To embed British Values, Prevent, Equality & Diversity and Inclusion and Safeguarding knowledge through lessons, ensuring learners have a clear understanding of how it relates to them and their respective employment ie: Democracy and Rule of Law.

2.18	Through the onboarding and induction of learners work closely with the LSO to identify those learners with additional support needs and implement a support plan, including mental health support.
2.19	To maintain high quality learner / programme documentation in accordance with funding and Ofsted requirements.
2.20	To review and evaluate each programme to ensure outcomes are met and make changes as identified to aid continuous improvement.
2.21	To contribute to the generation of new opportunities/business, ensuring that our provision reflects local communities and local / regional priorities.
2.22	Provide monthly reports to TLF and Future Yard on learner attendance, progress, retention, punctuality, end of programme feedback and progression/destination.
2.23	To work with the BD team and FY network to support learners to access opportunities to progress into sustainable jobs or further study.

3 General responsibilities

A summary of universal responsibilities and requirements of all roles across The Regenda Group.

3.1	To understand and support The Regenda Group's commitment to regenerating places and creating opportunities for people and to actively contribute to achieving this vision within the job role.
3.2	To ensure compliance with the Group's Health and Safety policies.
3.3	To support and uphold the Group's internal customer service standards.
3.4	To undertake relevant Continuing Professional Development applicable to professional bodies relevant to the role and be prepared to undertake training as directed by the Group.
3.5	To attend meetings and events as may be required from time to time at other Group offices and external locations which may not be easily accessible by public transport.
3.6	The post holder may be directed by their line manager to carry out other duties and responsibilities in line with his / her post, grade, skills, knowledge and experience.
3.7	To understand and support The Regenda Group's commitment to regenerating places and creating opportunities for people and to actively contribute to achieving this vision within the job role.
3.8	Future Yard is a non-profit, Community Interest Company, founded on a fundamental belief; that music can change the world. We reimagine a Community Music Venue as a catalyst for change, a transformational opportunity for local people and a chance to reimagine what Birkenhead means in the world. By achieving this, we will realise our vision of creating the best music venue in the country. We are keen to work with people who share our vision of a dynamic community music venue and are driven to deliver excellence, every time we open our doors.

4 The Right Fit

A list of the desired skills, experience, knowledge and personal attributes to ensure individuals are 'the right fit' for the Company and the role.

4.1	Passionate to support young people to achieve their full potential.
4.2	<p>Demonstrable experience in at least one of the following two areas of the live music industry;</p> <p>Technical Production You will have worked professionally as a live sound engineer at a live music venue, theatre or across festivals and touring events. You will have an understanding of live show lighting and AV systems. You will have experience of delivering and leading the technical production in small, touring live music venues.</p> <p>Event Management You will have worked professionally in a hands on, live music event delivery role. This may be across event management, artist liaison, tour management, promotion, booking, production management or similar. You will have experience of successfully delivering live shows in small, touring live music venues.</p> <p>Candidates with experience across both areas are encouraged to apply, but we expect applicants may indeed specialise in one area.</p>
4.3	Skills to design and deliver engaging training and employment programmes which motivate and inspire young people.
4.4	A minimum of grade C Mathematics and English or Level 2 Functional Skills.
4.5	A team player able to work as part of a dynamic team, across The Learning Foundry & Future Yard, with flexibility & an appetite to continually develop.
4.6	Have a strong awareness and understanding of the challenges young people may face, including mental health.
4.7	Excellent organisational, record keeping and time management skills.
4.8	Ability to show initiative by thinking of new and creative approaches to continuously improve own performance and achieve targets and outcomes set for 'Sound Check'.
4.9	Good working knowledge of Microsoft Office.
4.10	The post holder will be required to undergo an enhanced DBS check.
4.11	Relevant teaching qualification e.g., Preparing to Teach in the Lifelong Learning Sector (PTLLS) or Cert Ed.
4.12	Experience of working with individuals who are not in employment, education or training and delivering employability qualifications.
4.13	A broad range of experience across technical production & event management roles.

4.14 A strong network to support the recruitment of learners onto 'Sound Check' programmes and into employment / apprenticeship opportunities.

4.15 Driving license and access to own car.

5 Our values

The Learning Foundry

Future Yard

The post holder must be able to demonstrate our collective shared values .

5.1	Customer centric	Be the best
5.2	High performance	Collaborate
5.3	Efficiency and value for money	Take Risks
5.4	One Team	Kindness
5.5	Ambition and dynamism	Take Risks
5.6	Open and honesty	
5.7	Communication	