



FUTURE YARD

ROLE + RESPONSIBILITIES

Job title:	Skills + Learning Coordinator
Job Purpose:	<p>To oversee and coordinate our exciting music education programmes, including Mosh Tots New Noise and our new schools and music tuition programme.</p> <p>To undertake your responsibilities in a manner consistent with Future Yard's Mission & Values (link).</p>
Reporting to:	Stu Nicholls (Head Of Skills + Learning)
Terms and Hours of Work:	<p>Full Time (40hrs per week), Permanent</p> <p>Work pattern:</p> <ul style="list-style-type: none">- Office based at Future Yard CIC (Argyle Street, Birkenhead CH41 6AB), with potential travel locally for visiting schools and partners in Wirral.- Mon-Fri, with flexible start / finish times (starting between 9am-10am and finishing between 5pm-6pm).- Some evening and weekend work may be necessary from time to time, in line with the needs of programmes (e.g. Mosh Tots on Sunday mornings) <p>Flexible and hybrid working opportunities possible where appropriate.</p>
Salary:	Starting Salary £26,208 (Real Living Wage)
Requirements	You will require access to a laptop in order to undertake your role. Future Yard operates a workplace tech scheme, should this be required.

Key Responsibilities:	<p>Programme Coordination + Administration</p> <p>Coordinating delivery schedules and session planning across our Schools Programme, Mosh Tots, Band Clubs, Instrumental Lessons, New Noise and other evolving programmes.</p> <p>Acting as a point of contact for schools, parents, and partners - handling communication, timetables, and logistics professionally and warmly.</p> <p>Working with the Head of Skills + Learning to track programme data, develop and maintain efficient administrative systems that support our team and learners.</p> <p>Managing registers, feedback methods, evaluation data, safeguarding logs and risk assessments up to date.</p> <p>Supporting event planning and on-the-day delivery of events, performances and trips where required.</p> <p>Collaborating with other departments, such as Audiences and Marketing.</p> <p>Team + Stakeholder Communication</p> <p>Supporting freelance practitioners with timetables, resources, and logistics.</p> <p>Maintaining strong and consistent communication with partners, parents, schools, and community organisations.</p> <p>Attending and contributing to team meetings and development days.</p> <p>Helping to manage digital tools (e.g. timetabling platforms, shared calendars, online registers, etc.).</p> <p>Safeguarding + Inclusion</p> <p>Upholding and contributing to Future Yard's safeguarding policies and inclusive practice.</p> <p>Ensuring safeguarding logs and contact records are accurately maintained.</p>
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	<p>Acting as DDSL, working closely with DSL and other DDSLs to support young people and vulnerable adults where needed.</p> <p>Other Duties</p> <p>Contributing to the continual improvement and innovation of our Skills + Learning offer.</p> <p>Developing and managing social media content, copywriting and documentation related to programme promotion and celebration (where appropriate).</p> <p>The role will be at the heart of a small, passionate team working in a fast-paced environment. You will require excellent organisational skills to manage and prioritise your workload independently, while also communicating clearly and effectively with the team, colleagues, partners, and clients.</p> <p>This list is not exhaustive. You will from time to time be required to undertake tasks outside those described, in a manner which is reasonable.</p> <p>Representing Future Yard</p> <p>As a core member of the Skills + Learning department, you represent Future Yard both in your work and beyond. You are expected to uphold its values of inclusivity, creativity, and community, ensuring that every interaction—whether on stage, in educational settings, or in daily life—reflects the ethos of Future Yard. Your actions, both online and offline, should positively contribute to the organisation’s reputation, fostering an inspiring and welcoming environment for all. Read more about Future Yard’s Mission + Values.</p>
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