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**Freelance Assessors Application**

**Pack 2021**

# Freelance Assessors application pack

We are building our team of freelance assessors. Assessors play a key support role in Youth Music’s grant-making. They provide an objective assessment about the funding applications we receive, which helps us make decisions.

**Contract details:** Freelance position, working from home.

**Pay rate:** Between £20 and £80 per assessment, depending on fund.

**Time commitment:** At least four assessments per funding round (there are several funding rounds each year).

**Application deadline:** Midnight on Sunday 31 January 2021

# About Youth Music

Youth Music is the UK’s largest young people’s music charity. Equality, diversity and inclusion drive our vision and mission. We want to equalise access to music: we focus on people who miss out because of who they are, where they live, or what they’re going through.

We work with babies through to young adults, harnessing the power of music to support musical, personal, and social development. As a funder, we invest in more than 300 projects each year, reaching around 80,000 young people and over 4,000 people in the workforce.

We campaign alongside young people to drive change in the music industries and education, making it more inclusive, diverse and creative. In 2020 we launched a number of new initiatives and campaigns:

* We launched our [Youth Music Next Gen programme](https://new.youthmusic.org.uk/careers/nextgen) to offer young people paid freelance work as young advisors, co-researchers and content creators.
* We refreshed the [Youth Music website](https://youthmusic.org.uk/) focusing on youth-led content that demystifies the music industries, highlights social justice issues and champions young creatives.
* In April and May we delivered an [Emergency Fund](https://network.youthmusic.org.uk/youth-music-emergency-fund-findings-so-far) to support music-making organisations facing financial difficulties due to Covid-19.
* In June we launched our new [Incubator Fund](https://new.youthmusic.org.uk/incubator-fund) alongside our [Blueprint for the Future report](https://new.youthmusic.org.uk/blueprint-future). This work is focused on supporting 18-25s from under-represented backgrounds to progress their careers in the music industries.
* In September we launched [Reshape Music](https://youthmusic.org.uk/reshape-music) a research report developed with 8 Disabled musicians [exploring barriers](https://gal-dem.com/five-on-it-accessibility-music-lous-yakuza/) to access music education and music-making.

For further information about our charity please visit: [www.youthmusic.org.uk](http://www.youthmusic.org.uk) and for information about our grants programme please visit: [www.youthmusic.org.uk/network](http://www.youthmusic.org.uk/network)

# Youth Music’s Approach to Recruitment

As part of our commitment to a fair and open recruitment process Youth Music anonymises all applications we receive before shortlisting candidates for interview. As part of the application process candidates are invited to anonymously complete an equal opportunities form, which is used for monitoring purposes only by the HR department, it does not inform selection decisions.

Once a vacancy has closed, the applicant details forms are separated out by the HR team, only the completed application forms are shared with the shortlisting panel. Shortlisting of applications is always carried out by at least two people.

# What the assessor role involves

Youth Music gives out funding to organisations to run music projects with children and young people. We have an open application process to apply for our funding. We take a lot of care over our funding decisions, as we aim to distribute the money fairly and where there is greatest need. On average, around one third of applications are successful.

Part of our decision-making involves an assessment of the applications we have received. This is generally done by our team of freelance assessors. It involves looking at the application form, supporting information, and websites and social media. Assessors review the information against set criteria and then write a short report back to Youth Music. The process is conducted electronically through our online grants database.

There are no set hours each month and assessors are paid for each assessment they complete. The position is freelance and home based. The assessment process for each funding round lasts around a month and applications take between one and four hours to assess (depending on the nature of the fund). Each round, we agree in advance how many applications you would like to take on.

We use different assessors for different funds, depending on their background and experience. Our current open funds are:

* Funds A and B – provides funding for projects and programmes supporting children and young people (aged 0 to 25) who face barriers to participation because of who they are, where they live or what they’re going through. These funds also support workforce and organisational development to promote inclusion and diversity.
* Incubator Fund – a £2m fund that enables music industry organisations to help 18-25 year olds to develop their careers and earn money through working in music. The focus of the fund is on the mutual benefit gained from bringing fresh thinking, creative and entrepreneurial new talent into a workplace or network. It gives 18-25 year olds the opportunity to deliver their own projects and receive support from music companies through training, mentoring and networking.

In 2021 we’re launching a new fund that will give grants directly to young people aged 18-25, to enable them to carry out their own creative music projects. We’re also currently developing our grant application and decision-making processes, and there may be scope for assessors to be get involved in this work as it develops.

# Who we’re looking for

Youth Music is in the process of diversifying our staff and freelance team and a focus for 2021 is to bring more lived experience into our assessment and decision-making processes. We want to engage people who have experience planning, delivering or taking part in projects like the ones that Youth Music funds; or who have first-hand experience of working in the music industries.

You may not have done any assessing before, but that doesn’t matter if you have the right skills and attributes. Assessors need to be comfortable analysing information against set criteria and bringing together information from a range of sources to draw conclusions. The ability to write concisely and in plain English is also important.

We value all kinds of experience and want to engage people from a variety of backgrounds. We are keen to diversify our team and are currently underrepresented by Disabled and neurodivergent people, people from Black, Asian and minority ethnic backgrounds, and members of the LGBTQ+ community. We also have a low number of male assessors.

# Experience and qualities we’re seeking

**Essential**

* Passionate about the work of Youth Music and alignment with our values.
* Experience planning, delivering or taking part in projects like Youth Music funds, **or** first-hand experience working in the music industries.
* Understanding of issues affecting young people and the barriers they face to accessing music education or music industry employment.
* Capable of analysing information and drawing conclusions.
* Ability to research people and organisations through social media and websites.
* Can summarise information in plain English.
* Attention to detail.
* Comfortable working to deadlines with minimal supervision.
* Discreet and able to maintain confidentiality at all times.
* Someone who has access to the internet and is comfortable using online software.

**Desirable**

* Understanding of organisational finances and the ability to interpret financial information in spreadsheets and annual accounts.
* Able to critically assess music.
* Experience delivering creative projects.

# What support is given

Online induction and training will be provided in advance of your first assessments, and the Youth Music Grants and Learning team will be on hand throughout the process to answer any queries you might have.

Our offices are currently closed. If we require people to travel to the office in future (to attend training, for example) then expenses would be covered.

# Application timeline

Deadline for applications: Midnight on Sunday 31 January 2021.

Telephone interviews: Monday 8 or Tuesday 9 February 2021.

Induction and training: Friday 12 February (morning) or Monday 15 February (afternoon), depending on your availability. Please note that the induction and training activities are compulsory and will be paid at a rate equivalent to £20 per hour.

# When the work will take place

The next assessment periods are as follows:

* Incubator Fund – Friday 19 February 2021 to Monday 15 March 2021
* Funds A and B – Thursday 4 March 2021 to Thursday 1 April 2021

It is expected that assessors will undertake assessments during at least one of these periods, depending on which fund/s they are selected to assess.

# How to apply

As part of the application process you are required to do the following:

1. Complete an **applicant details form** giving us your contact details and telling us where you found out about the position.
2. Complete the **application form** in the template provided (see below). Please review this application form template at an early stage. It requires applicants to answer a number of questions about their suitability for the role as well as completing a mock assessment. Information to complete the assessment task can be found on pages seven to eight of this pack.
   * It also asks about any **access requirements** you have. Let us know if we can make any adjustments to support you in your application. You can contact Angela Linton ([angela.linton@youthmusic.org.uk](mailto:angela.linton@youthmusic.org.uk)) to discuss this in confidence prior to submitting your application.
3. Complete an anonymous equal opportunities form online. This form can be accessed at [Equal Opportunities Form Survey (surveymonkey.co.uk)](https://www.surveymonkey.co.uk/r/X9CD9TY)

Email your applicant details form and application form to [jobs@youthmusic.org.uk](mailto:jobs@youthmusic.org.uk) with the subject line: Freelance Assessors by Midnight Sunday 31 January 2021.

# Further information

**Questions?**

If you wish to have an informal chat about the role, please contact [grants@youthmusic.org.uk](mailto:grants@youthmusic.org.uk) to schedule a phone call with a member of our team.

**Confidentiality**

One additional consideration before applying: please note that the confidentiality clause attached stipulates that assessors are unable to make funding applications to Youth Music and/or support others to submit a funding application. Please therefore consider the impact of this clause on any other commitments you have.

**Accessibility**

If you require any reasonable adjustment to be made to the application or interview procedures for this post, please contact [angela.linton@youthmusic.org.uk](mailto:angela.linton@youthmusic.org.uk) or telephone 020 7902 1060 to have a chat.

Please note: if you need any information in a different format, please contact us by emailing grants@youthmusic.org.uk or by phoning 020 7902 1060. We will be happy to extend the application deadline accordingly if it takes time to accommodate your request.

**Diversity and equitability**

We are especially welcoming of under-represented groups and are committed to making adjustments that would support you in applying for or carrying out the role.

**Data protection**

Youth Music will use the information you provide to assess and process your application. If you are contracted for services, your information will be held on our databases and systems. Unsuccessful candidates’ information will be held for six months before being destroyed. We will store your data in line with the General Data Protection Regulations 2018 (GDPR).

# Assessment task

As part of your application for this role you are required to undertake a short assessment task. Please read through the fund criteria and mock application form on the following pages. Then, in the application form, write a short report (no more than 250 words) summarizing the strengths and weaknesses of the mock application.

## Fund criteria

**The people we want to support**

We want to partner with not-for-profits within the music industries who can offer genuine work opportunities, led by well-networked people who believe in supporting the next generation and have a genuine desire to open up access to the industries. We’re looking for companies for whom Youth Music investment could seed-fund more permanent ways of supporting talent from diverse backgrounds.

The focus of your support will be 18-25s who are currently under-represented in the music industries. Your programme should be co-designed with 18-25s.

**The programme**

The activities should cover ALL of the following core strands:

**Creative project or brief.** A strand whereby 18-25s can plan and execute a real project, developing project management skills and building up a track record and portfolio for future employment. We will prioritise our investment in work that gives people autonomy to make decisions and lead.

**Career development support.** A career development support package delivered by you or through a partner. This might include access to skilled mentors and coaches, to industry networks, skills development, careers advice, conferences etc. The support offer should have an element of flexibility to respond to individual need.

**Holistic support.** You should consider the emotional, financial and access needs of the people you’ll be working with and account for these in your budget and programme. As you will want to attract candidates from diverse backgrounds, consider what’s required for them to be part of your programme, and build the costs into the budget.

**Budget criteria**

* At least 50% of the grant must be paid to the 18-25s.
* The grant can pay for a maximum of £5,000 per person in wages or fees.
* The maximum that can be given out as a grant is £1,000 per person.
* There is no maximum amount that can be allocated to access costs.
* As a minimum, people must be paid the real living wage

## Mock application – Launch a Label

**Description of the programme**

Launch a label is a 1-year internship for five 18-25 yr olds. They will be employed one day per week to develop and launch our new record label, including programming the launch festival. The programme will be youth-led, although the interns will receive support from our General Manager and have monthly sessions with an industry mentor. They will be paid at the living wage hourly rate and will have a £200 budget to spend on additional training of their choice. They will have a budget of £5,000 with which to launch the label. It is envisaged that the five interns will take on different roles in the project – this will be determined at the outset based on their experience and interests.

**Describe the 18-25 year olds you’ll be working with. Who are you looking for and how will you find them?**

We’ll be looking to work with young people from the local area who are passionate about music (there aren’t many music industry opportunities in the suburban area in which we’re located). We’ll reach out through our existing networks, in local press and post the vacancies on our social media as well as on the Youth Music opportunities board. The people we recruit will need to have some existing knowledge of how the music industry works, so they can hit the ground running once they’re appointed.

**Describe the recruitment process**

The young people will be asked to submit a letter or a video application telling us about their background and describing how they would approach the project. Up to eight applicants will be shortlisted and invited to attend an online interview. The applicants will be able to have an informal chat with a member of our team prior to the interview, so they can find out more about our company.

**How will this programme contribute to long-term diversity for your own organisation and in the wider music industries?**

By working with diverse young people we will get to know a wider range of artists and expand our audience of young people. The interns may go on to secure employment with us after the programme ends and in this way our company will become more diverse.

**Budget**

**Funding request**

|  |  |
| --- | --- |
| **Budget item** | **£** |
| Salary costs (£9.50/hr for 1 day per week for 5 people for 12 months) | £18,525 |
| Training budget | £800 |
| Label budget | £5,000 |
| **Total** | **£24,325** |

**Match funding**

|  |  |
| --- | --- |
| **Budget item and source** | **£** |
| Management – contribution from our company | £10,000 |
| Industry mentoring – provided in-kind | £9,000 |
| **Total** | **£10,900** |