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**FREELANCE ADVISOR RECRUITMENT PACK**

**September 2023**

## What we do

[We are Youth Music](https://www.youtube.com/watch?v=jrn2gnILY0c). We believe that every young person should have a chance to change their life through music. Yet research shows that many can’t because of who they are, where they’re from or what they’re going through.

Through our insights, influence, and investment in grassroots organisations, we make sure more young people aged 0-25 can make, learn and earn in music nationwide.

Youth Music is the UK’s leading young people and music charity funded thanks to the National Lottery via Arts Council England, players of People’s Postcode Lottery and support from partners, fundraisers and donors. Find out more about our work on the [Youth Music Website.](https://youthmusic.org.uk/)

## Diversity & Equal Opportunities

Youth Music is an equal opportunities and Living Wage employer. We are committed to attracting, recruiting and retaining diverse candidates. It’s important that our team reflects the communities we serve.

We especially welcome applications from people from under-represented groups and are committed to making adjustments that would support you in applying for or carrying out the role. We are currently under-represented by people from within the Trans community, people from the LGBTQ+ community, d/Deaf and Disabled people, and people from the Global Majority. If you are Disabled and your application meets the minimum criteria for the post, we will offer you a guaranteed interview.

Please contact [constance.dingri@youthmusic.org.uk](mailto:constance.dingri@youthmusic.org.uk) if you have any access requirements or if we can make reasonable adjustments so that the interview process is more accessible. If you were successful in the role, we will discuss access requirements.

## Contract

**Fee:** Between £25 and £80 per assessment, depending on fund.

Training and panel attendance are paid at a set fee (equivalent to approx. £25 per hour).

**Contract:** Freelance position. We contract all Advisors for a year, with the possibility of renewal on an annual basis based on performance and organisational need.

**Time Commitment:** Time commitments vary depending on the size of the funding round, fund you are assessing and the role you are playing. There is a minimum requirement of 10 hours of assessing per round, usually carried out within a 3-week window.

## About the role

Each year, Youth Music invests over £10 million in grants to organisations to run projects that support children and young people facing barriers to make, learn or earn in music. As a Freelance Advisor you will be helping us to make decisions about what we should fund.

There are no set hours. Most of the tasks will be done online, with some possibilities for face-to-face meetings. You will need to have access to the internet and be comfortable using online software to be successful in this role. Work is undertaken in set periods, which are published 12 months in advance.

## Who we’re looking for

First thing to say – you don’t need to have any previous assessment or grant-making experience. Our Advisors come from a diverse range of backgrounds; but they all share a passion for young people and for music!

Youth Music’s funding supports children and young people who face barriers because of who they are, where they live or what they’re going through. We’re keen to receive applications from people with lived experience of these issues. We’d love to hear from people who’ve been involved with organisations [like the ones we fund](https://network.youthmusic.org.uk/projects) or who’ve worked in the music industries.

In addition, we are particularly keen to hear from the following:

* Young people aged 18 - 25.
* Current or past participants in Youth Music funded projects.
* Those with experience working or volunteering with small grassroots organisations.
* People from the LGBTQ+ community, d/Deaf and Disabled people, those with experience of the Youth Justice system, and people from Global Majority backgrounds.
* People with knowledge and experience working with Early Years (0-5 year olds) children.

## Advisor Main Duties

We aim to match duties with an individual’s skills, experience, and availability. The elements of the role are as follows:

* **Funding Assessor** – this involves a review of the application form, assessing it against set criteria, and writing short reports back to Youth Music. Assessors will receive an agreed allocation of applications which they must assess by a set deadline (usually within 3 weeks). A set fee is paid per assessment. **All freelance advisors are required to undertake this part of the role.**
* **Funding Panelist** – this involves attending shortlisting panels where we review all assessments and agree on a set of recommendations about which applications to fund. Panels are held on Zoom during working hours. They usually last for three hours, and are lively meetings where Youth Music staff, Advisors and young people gather to debate and discuss. Panelists are sent information to review in advance, at least one week prior to the meeting. A set fee is paid per panel. This is an optional part of the freelance advisor role. Youth Music will invite candidates based on their background and lived experiences to ensure a diversity of voices within decision-making.
* **Due Diligence Reviewers** – this involves supporting Youth Music’s due diligence processes for the organisations recommended for funding. Due diligence reviewers will analyse financial, governance and safeguarding information against set criteria and write a short report to Youth Music. This has a quick turnaround time (usually one week) and your report informs final decisions and grant requirements. Due diligence advisors receive an assessment ‘batch’ to review (usually for 10-15 organisations) against which a set fee is paid. This is an optional part of the freelance advisor role, which only a few members of the team will undertake. They will be selected based on relevant experience.

## Skills and qualities we’re seeking

### Essential

* Passionate about Youth Music and alignment with our values.
* Experience of working or volunteering in music education, music industry, grants management, youth work or advocacy, education, or not-for-profit settings.
* Understanding of issues affecting young people and the barriers they face to accessing music education or the music industries.
* 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.
* A clear and persuasive verbal communicator.
* Discreet and able to maintain confidentiality at all times.
* Someone who has access to the internet and is comfortable using online software.
* You **should not** be in a role where you would be responsible for making applications to Youth Music or supporting others to do so in a freelance capacity. This is because the contract’s confidentiality and conflict of interest clauses would prevent you from undertaking both roles at the same time.

### Desirable

* Understanding of safeguarding, youth voice and participation, and IDEA (inclusion, diversity, equality and access).
* Experience of project management, including financial planning and management.

### If you want to be a Due Diligence Reviewer, then you must have

* An understanding of financial management, processes, and documents.
* Practical experience developing organisational safeguarding processes.

## What support is given?

A thorough online induction and training will be provided in advance of your first engagement. We provide additional training opportunities throughout the year and will provide regular feedback on your work. All training is paid.

If we require you to travel to the office or any other location, then expenses would be covered.

All those offered a contract will be expected to attend a mandatory paid induction session on **Thursday 7 December between 6pm and 8pm**.

## How To Apply

If you have any questions or want to know more before you apply, you’re welcome to attend one of our online drop-in sessions. Please register on Eventbrite to make sure you’ve secured your place.

* [Tuesday 17October: 12:30 – 13:30](https://www.eventbrite.co.uk/e/freelance-advisor-qa-drop-in-with-jana-jammal-tickets-726054858627?aff=oddtdtcreator)
* [Wednesday 25October: 18:00 – 19:00](https://www.eventbrite.co.uk/e/freelance-advisor-qa-drop-in-with-jana-jammal-tickets-726061869597?aff=oddtdtcreator)

To apply please [visit our website](https://youthmusic.org.uk/work-for-us?gclid=Cj0KCQiAtvSdBhD0ARIsAPf8oNkoAVZRQNcafM2GZN-rBlpGx8Zl2zgY7ZjyYid9UQ7VUHBdp0Jziv8aAhNPEALw_wcB) you’ll need to complete the following, sending them to: [jobs@youthmusic.org.uk](mailto:jobs@youthmusic.org.uk) with the subject line ‘**Advisor’.**

* Please let us know if you are interested in the optional parts of the freelance advisor role - Panelist and/or Due Diligence Reviewer.
* A copy of your CV.
* A short covering statement outlining why you’re interested, and how you meet the essential skills and qualities. This can be in the form of a covering letter (max 600 words), or a video or audio file (max 5 minutes in length).
* Please let us know if you are disabled and or have access requirements you wish us to be aware of.
* [Equal Opportunities Form](https://survey.alchemer.eu/s3/90317662/3d7083997b0a) (please click here, this is an online anonymous form to complete).

Deadline for applications: **10am on Monday 30 October.**

Suitable candidates will be offered an online interview via Zoom on **Monday 13 November or Tuesday 14 November.** You will be required to complete a short-written task to bring to your interview which will be sent to you in advance with the interview questions.

### Data Protection

Youth Music will use the information on your CV to assess your application against the role outline. If you become an employee, your information will be held on our databases and systems to manage your employment. Unsuccessful candidates’ information will be held for six months before being destroyed. We will store all of your data in line with the General Data Protection Regulations 2018 (GDPR).



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