# Job title: Skills Development Intern

**Reports to**: Skills Development Manager

**Hours**: 35 hours a week for 11 weeks July – September 2021 (Some flexibility negotiable to fit around study or other commitments

**Salary:** Pro-rata equivalent of £19 747 per year (which works out at £379.75 per week or £10.85 per hour)

**Based**: London and potentially festival sites in England

# Purpose

This post is to enable an ambitious Deaf/disabled volunteer to gain paid experience of work in a charity supporting access to live music, providing a next step towards employment in the live music industry. It will serve the ambitions of our new volunteering and skills development programme, Beyond the Music, supporting accessible volunteering opportunities.

We actively encourage applications from Deaf and disabled people and those with access requirements. Assistance will be offered to those who wish to apply to the Access to Work scheme so that any access requirements can be met. Our application pack supplies information on Attitude is Everything, the Beyond the Music project and the context for this post, and full details on salary, terms and entitlements.

# Please Note

This role is funded by the National Lottery Community Fund as part of Beyond the Music Project, which is a project to improve access to roles in the music industry for Deaf and disabled people.

As this role exists to provide a training opportunity to people who would otherwise be excluded from the industry, it therefore is an exception allowing Positive Action under the 2010 Equality Act.

This role is only open to candidates who could be considered disabled under the Equality Act.

This includes:

* People who identify as disabled
* People who identify as Neurodivergent
* People who identify as Deaf
* People who have a sensory impairment
* People who have a physical health condition lasting twelve months or more.
* People who have a mental health condition lasting twelve months or more.

You do not have to identify as disabled to apply, as long as one of the above applies to you. However we would expect any candidate to work within our ethos of the social model of disability during the course of the role.

# Main Duties

* Assisting with the general administration and preparation of Attitude is Everything’s online training and mentoring programme.
* Working with the Skills development manager to grow and engage with network members
* Assisting with the general administration and preparation of online events and in-person skills development sessions
* Assist with the running of networking events and skills development sessions
* Assisting with research, monitoring and evaluation
* Supporting general project administration

**The following activities will only be offered if festivals go ahead as planned this Summer:**

* Assisting with the general administration and preparation of onsite events where Attitude is Everything hosts information tents
* Assisting at onsite events - supporting on site volunteers, working with onsite agencies
* Managing our volunteer team at one festival
* Attending events, shadowing our team and assisting with administration around our festival consultancy work.

# Person Specification

**Essential experience and criteria**

* Lived experience of either an impairment, a physical or mental health condition, or identifying as disabled, Neurodivergent or Deaf.
* Able to show that you have taken pro-active steps towards a career in music, arts or live events.
* A desire to learn and build your knowledge and skills around both disability and music and live events.
* Able to show that you can manage your time and organise your workload
* Ability to work without supervision
* A commitment to an intersectional approach to tackling inequality.

**Desirable experience and criteria**

* An understanding of the social model of disability
* Previous admin experience
* Proficiency with Microsoft Teams
* Experience of working with volunteers