

Vacancy Details

Job title	Marketing and Communications Assistant
Employer Name	Musical Futures
Vacancy Location:	CAN Mezzanine 49-51 East Road London N1 6AH
About the Apprenticeship	<p>This role has been created at a critical point in Musical Futures' development. Our work involves communicating with a range of stakeholders from primary and secondary school teachers, local authority, university, music and arts education sector organisation staff, to communicating more generally about the value of all young people having access to music education to the general public, all within the UK and overseas.</p> <p>You will be responsible for the day-to-day tasks associated with ensuring our messages and promotions reach as wide a range of people as possible, and supporting the small Musical Futures team with promoting key strands and areas of work.</p> <p>Key roles and responsibilities include:</p> <ul style="list-style-type: none">• Compiling mailing lists of regional school data, including segmenting website user data, for targeted social media campaigns• Build new audiences for Musical Futures via Twitter lists• Cross-reference Facebook MF group members with existing data• Input data into general database / mailing list from a variety of sources• Manage Facebook events for training• Upload all training events to the website• Input all evaluation data• Assist with producing and distributing flyers (e-flyers or hard copy)• Carry out all website updates related to training, profiling partners, uploading Musical Futures stories and other areas as requested• Ensure media library (photos, video) is clearly labelled and organised• Schedule social media posts• Assist with creating photos and sourcing quotes• Support with analytics (website and twitter / Facebook)• Assisting with the communications for the Music Learning Revolution event (www.mlr.musicalfutures.org)• Book meeting rooms and catering (if needed) for MF team meetings / events

	<ul style="list-style-type: none"> • Supporting with all launch events • Attend the Music Learning Revolution event (18th October) as staff team
Weekly Wage:	£201 per week
Working Week:	Monday to Friday, 10-00am -5-00pm
Future prospects description:	This role could potentially lead to communications, social media or administration roles in other third sector or arts/music education organisations. Musical Futures has a reputation as a sector leader for professional development, grassroots community of practice, and a by teachers for teachers ethos. Its communications and social media have been at the heart of this, therefore it is a good organisation to gain some experience within.
Employer Details	
Employer Description:	Musical Futures is a not-for-profit organisation working to ensure all young people have access and entitlement to meaningful and sustainable practical music making to support their social, personal and emotional development within and beyond school.
Employer website	www.musicalfutures.org
About the Candidate	
Skills required:	<ul style="list-style-type: none"> • Knowledge of a broad range of IT applications including Word, Excel, Outlook, Access and PowerPoint • Knowledge of various digital platforms and tools • Strong communication and ICT skills (written, verbal, presentations) including MS Word, Excel, Access and Outlook • Excellent organisational and administrative skills, the ability to prioritise workload and keen attention to detail • Excellent written and verbal communication skills, responding effectively in person, in writing, via email and over the phone • Confident in the use of digital technology and social media • High degree of commitment and flexible approach to working • Ability to work well on own initiative and as part of a team • Basic administrative skills such as online filing, archiving, maintaining mailing lists, managing emails
Personal Qualities:	<ul style="list-style-type: none"> • Confident positive and personable in the context of communicating with key stakeholders and customers • Creative thinker • Keen and willing to learn new skills

	<ul style="list-style-type: none"> • Takes responsibility for own actions and the outcomes that result • Sense of professionalism and a pride in the work produced • Understands own strengths and weaknesses and committed to personal learning and development • Ideally an interest in and passion for music and for education
Qualifications Required:	Educated to A Level standard or equivalent and/or with range of relevant experience
Additional Detail	
Important Other Information.	Mainly office based but there will be some travel to internal and external events within the UK.
Reality Check:	This role will involve long periods on computers and periods of time in the office when other team members are not present
How to Apply	
<p>To apply for this vacancy you must complete an application form and return this to applications@divaapprenticesips.com. CVs will not be accepted.</p> <p>You can find an application form on our website at www.divaapprenticeships.com</p> <p>Do not contact the employer directly; failing to adhere to this will see your application automatically withdrawn.</p>	
Supplementary Application Form Questions	
Two Vacancy Specific Questions:	<ol style="list-style-type: none"> 1. Please tell us why you would like to work for Musical Futures in a tweet format (no more than 140 characters)? 2. Tell us one thing about yourself that not many people know?
Key Dates	
Closing date	19/02/2016
Interview start date	1/3/2016
Possible start date	7/3/2016
About the training	
<p>You will be working towards a Level 3 Diploma in Digital Marketing. In addition to crucial 'on the job training' depending on the qualification selected you may also study the following units:</p> <ul style="list-style-type: none"> • Communicate in a Business Environment 	

- Principles of Project Management
- Managing Information and Producing Documents in a Business
- Contribute to Running a Project
- Support the Organisation of an Event
- Support the Organisation of Meetings
- Develop and Deliver Presentations
- Provide Reception Services