



Job Specification – SC&T Youth Programme Coordinator

Role Purpose

The SC&T Youth Programme Coordinator will work closely with the Programme Manager & Creative Director to coordinate the effective delivery of SC&T Youth's year round programme for young people aged 6–26.

This is a hands-on coordination role with responsibility for the day to day organisation of a busy and varied programme, including projects, schools and outreach activity, performances, events, partnerships and development opportunities.

The postholder will maintain an overview of activity across the year, ensuring that plans are translated into well organised and successfully delivered activity. They will work closely with the Classes & Events Administrator, tutors, musicians, young people and families, schools, venues and partner organisations.

The Programme Manager & Creative Director retains overall responsibility for the strategic and creative direction of SC&T Youth, programme development, new partnerships and opportunities, fundraising and income generation, key external relationships and overall financial management.

Key Responsibilities

Programme & Project Coordination

- Coordinate the day to day delivery of SC&T Youth's year round programme.
- Maintain programme plans, schedules, key dates, priorities and deadlines.
- Coordinate agreed projects and activities from planning through to delivery.
- Organise tutors, musicians, venues, resources, equipment and other practical requirements.
- Ensure responsibilities and deadlines are clear and agreed actions are progressed.
- Identify and resolve operational issues, referring significant or strategic matters to the Programme Manager.
- Attend and support projects, activities and events where required.



Schools, Outreach & Partnerships

- Coordinate SC&T Youth's schools, outreach and established partnership activity.
- Act as the main operational contact for participating schools and relevant partner organisations.
- Coordinate timetables, musicians, instruments, resources and delivery arrangements.
- Arrange and attend project meetings where appropriate and ensure agreed actions are progressed.
- Maintain positive relationships with schools and partners and identify potential opportunities or needs to discuss with the Programme Manager.

Performances & Opportunities

- Coordinate performances and external opportunities involving SC&T Youth participants once participation has been agreed.
- Liaise with venues, festivals, tutors, artists and partner organisations.
- Coordinate participants, schedules, permissions, technical and practical requirements.
- Ensure the Classes & Events Administrator has information in good time to communicate clearly with young people and parents/carers.
- Attend performances and events where required.

Monitoring, Evaluation & Budgets

- Oversee the collection of participation data, feedback and evaluation evidence across programme activity.
- Maintain accurate programme statistics and records.
- Collate information, case studies and evidence to support evaluation and funder reporting.
- Monitor expenditure against agreed project and programme budgets and flag potential pressures to the Programme Manager & Creative Director.

Communication & Team Coordination

- Maintain effective communication between the Programme Manager & Creative Director, Classes & Events Administrator, tutors, musicians, partners and other stakeholders.
- Maintain appropriate programme documentation, calendars and shared resources.
- Coordinate volunteers where required.
- Provide accurate information to support marketing and communications.



- Contribute ideas and learning to the continued development of SC&T Youth.

Safeguarding & Safe Delivery

- Support the implementation of SC&T's safeguarding, health and safety and other relevant policies.
- Ensure appropriate procedures and documentation are in place for activities being coordinated.
- Raise safeguarding, welfare or health and safety concerns through the appropriate procedures.
- Help create a safe, welcoming and inclusive environment for all young people.

Working Relationships

The Programme Coordinator will work closely with the **Programme Manager & Creative Director** and **Classes & Events Administrator**.

The **Programme Manager & Creative Director** leads the strategic and creative direction of SC&T Youth, programme development, new partnerships and opportunities, fundraising and income generation, key external relationships and overall financial management.

The **Programme Coordinator** takes responsibility for coordinating the day-to-day delivery of the agreed programme and ensuring projects, outreach, partnerships, performances and opportunities are effectively progressed and delivered.

The **Classes & Events Administrator** provides the administrative support underpinning weekly classes, workshops and associated participant and tutor administration.

Together, the three roles ensure effective planning, administration and delivery across SC&T Youth.

Working Pattern

The role requires flexibility and will include some daytime, evening and weekend working to support projects, performances, outreach activity and events. Workload will vary throughout the year in line with programme activity.