

Contract for Services: Safeguarding Course Delivery and BOPA Inspections (Freelance)

Contract Title	Safeguarding Course Delivery and BOPA Inspections (Freelance)
Contract	Up to 30 hours per month, flexible according to need. Freelance
Location	Flexible according to preference. Office space is available at our HQ in Barnsley. Remote or hybrid working is also on offer.
Fee	£25 per hour.
Place in Organisation	This is a contract suitable for a freelance, self-employed contractor, or independent company. The contract liaison will be with the CEO.
Works closely with	Membership Manager, Membership Services Officer(s), Content and CRM Officer

About the contract

We require an individual or company to support BBE's Membership team deliver the BandSafe programme of training, resources and services. This is a public-facing contract contributing to the delivery of [BandSafe](#), a bespoke safeguarding training course developed in association with NSPCC for community brass bands. Alongside this, you will have the opportunity to see our member bands in action, by inspecting events making use of the [BBE-held BOPA](#) This contract is for work up to April 2027..

Deliverables

To deliver the BandSafe training course
• Work with BBE's Membership team to schedule and deliver a balanced schedule of BandSafe training courses at suitable times for BBE's members, generally in the evening. • Support the creation of new resources related to safeguarding • Work with the Membership Manager to improve content and systems on members' feedback

To inspect the usage of the Brass Bands England-held BOPA

- Carry out event inspections of BBE members using the BBE-held BOPA

To provide advice and guidance to BBE member bands

- Respond to safeguarding-related queries and support members with ongoing safeguarding and Child Performance Licensing issues, and support the membership team to answer relevant queries.
- Support safeguarding compliance at BBE-run events

What we are looking for

Relevant Experience	Essential	Desirable
Experience of delivering live group training via video conferencing software (i.e. Zoom)	●	
Experience of communicating using email	●	
Knowledge	Essential	Desirable
Completed Safeguarding Training to Level 3 (Designated Safeguarding Officer) within the last year	●	
Working knowledge of Child Performance Licensing legislation		●
Interest and enthusiasm for the brass band or community music sector		●
Knowledge of the software systems used by BBE (iMIS, Microsoft Office suite, Google Workspace, Zoom, Canva)		●
Skills	Essential	Desirable
An ability to deliver training material in a confident and competent manner	●	
Excellent attention to detail	●	
An ability to plan, prioritise and work to tight deadlines	●	
An ability to work as part of a team and act professionally and respectfully	●	
Efficient and courteous written and verbal communication skills	●	

Sufficient IT literacy to use customer relationship management software and project management software	●	
Requirements	Essential	Desirable
Willingness to travel across the UK to carry out event inspections	●	
Able to undertake evening and weekend work	●	
Self-employed contractor or registered company	●	
Commitment to inclusion, diversity, equity and access	●	

How to apply

Applications can be submitted via the [Contract for Services submission form](#). As part of this form you will need to provide a covering letter (up to 400 words) detailing your suitability for the role, and upload an anonymised CV. Candidates will be shortlisted on the basis of the person specification.

Please ensure that your suitability in reference to this criteria is addressed in your application. If you require any further information about the role please contact jobs@bbe.org.uk in the first instance.

Applications close on **Monday 17 August at 9am** with interviews taking place on Thursday 27 and Friday 28 August online.

We welcome applications from all and are open to discussing access requirements. If you would like to discuss any access needs during your application or, (if you are selected for interview), at the interview stage, please email us at jobs@bbe.org.uk and the Operations team will get in touch with you.