

MfL Ensemble and Event Coordinator



Welcome



For more than thirty years, Music for Life has offered children something truly special. Every week, over 3,500 students across more than 130 schools learn with us, supported by a team of 100+ passionate music tutors. We're proud to hold the title of Music Not-for-Profit Organisation of the Year for 2026-27, an honour we've retained since 2024.

MfL Ensembles deliver high-quality, inspiring music-making opportunities for young people aged 7-18. Meeting monthly on Saturdays at Cransley School in Northwich, our ensembles offer something for every age and ability; an enjoyable challenge and an exciting musical journey for all. Alongside our in-school programmes, we invest heavily in our Saturday Ensembles, which include Orchestra, Folk Band, MfL Rocks, Jazz Band and Jazz Orchestra, plus additional musical opportunities such as theory club, chamber groups and one-to-one lessons.

Unlike many other music services, Music for Life is fully self-sufficient and does not rely on direct public funding. This independence shields us from cuts to music education and allows us to focus on music instrumental and singing lessons, ensembles, workshops and unforgettable performance experiences.

At Music for Life, we believe music is as fundamental as language, an essential part of human expression and community. We know the transformative power music can have, especially for young people. Our mission is to inspire the next generation of music makers, empowering them to create, explore and grow in confidence through exceptional music tuition.

Thank you for your interest in this role. I look forward to receiving your application and to the possibility of welcoming you to our team.

Dan Gooch-Peters

Managing Director



Job Specification: MfL Ensemble & Event Coordinator

Job Title: MfL Ensemble & Event Coordinator

Contract Type: Part-Time, 12 month FTC

Working Hours: 4 days a month, 7 hours a day, including at least one weekend day

Location: Hybrid of home and rehearsal/concert venue around the Cheshire Area

Salary: £15 per hour

Reports To: Managing Director

Direction from: Innovation and Development Manager

Role Purpose

The MfL Ensemble & Event Coordinator is responsible for supporting the smooth running of weekend ensemble rehearsals and MfL events, providing high-quality logistical, administrative, and pastoral support to students and tutors. This role ensures rehearsals start on time, staff have the resources they need, and participants have a safe, welcoming, and well-organised environment.

Key Responsibilities

Rehearsal & Programme Coordination

- Welcome students, parents, and tutors on arrival and ensure registration procedures are followed.
- Prepare rehearsal spaces, including but not limited to music stands, chairs, percussion, and other equipment.
- Support tutors with distributing sheet music, rehearsal schedules, and relevant materials.
- Coordinate room changes, timetable adjustments, and ensemble transitions.
- Ensure rehearsals start and finish on time.

Pastoral Support & Safeguarding

- Supervise students in rehearsal and break times, ensuring behaviour expectations and safeguarding policies are upheld.
- Act as a point of contact for students needing support or guidance during the session.
- Escalate concerns promptly to the designated safeguarding lead and/or the Innovation and Development Manager.

Communication & Administration

- Maintain accurate attendance records for all ensembles.
- Communicate updates to tutors, parents, and students (e.g. timetable changes).
- Assist with gathering feedback and helping implement improvements to ensembles and events.
- Support with preparing materials for concerts and end-of-term events.
- Collate information for BOPA applications for each performance.
- Liaise with concert venues prior to and on the day of the event.
- Advise the Innovation and Development Manager on updated requirements for licensing for each local authority.
- Update and write risk assessments for the ensembles as and when required.

- Manage a full update of registration details for all members once a year.
- Ensure compliance with GDPR requirements

Logistics & Equipment Management

- Set up and pack down equipment before and after rehearsals.
- Move instruments between venues and the storage facility.
- Report equipment damage or resource shortages to the relevant lead.
- Maintain a tidy and safe working environment across all rehearsal rooms.

Person Specification

Essential Skills & Experience

- Access to a car, with a full driving license.
- Use and knowledge of Microsoft Office programmes such as Excel and Word.
- Experience working in an educational, musical, youth, or community setting.
- Strong organisational and multitasking skills.
- Confident communicating with young people, parents, and tutors.
- Ability to remain calm, flexible, and proactive in a busy environment.
- Understanding of safeguarding responsibilities.
- Reliability and strong time-management skills.

Desirable Skills & Experience

- Background or training in music (performance, teaching, or administration).
- Experience coordinating rehearsals, workshops, or events.
- First Aid training (we can provide if not already obtained).
- Knowledge of ensemble types.

Behaviours & Attributes

- Friendly, approachable, and student-focused.
- Professional, responsible, and able to work independently.
- Positive attitude and willingness to help wherever needed.
- Commitment to inclusivity and supporting young musicians from all backgrounds.

Additional Requirements

- Enhanced DBS check (or willingness to obtain one).
- Ability to commit to regular Saturday working throughout the academic year, including at least one Sunday event.
- Availability for concerts or special events outside standard Saturday hours.

Next Steps

To apply, please complete the application form, along with the self disclosure form and return both via email to Dan Gooch-Peters at dan@musicforlife.org.uk.

- **Deadline for applications is at 17:00 on the 25th February.**
- **Interview date scheduled for the 3rd March at Mere Court Hotel Business Centre.**
- **To start as soon as possible**

Music for Life is committed to safeguarding, along with acting ethically with integrity in all aspects of the services provided. As such, our recruitment procedure is based on recruitment best practices, respecting human rights, embracing fairness and inclusivity, whilst also ensuring that the process seeks to deter, reject, or identify people unsuitable to work with children and young adults.

Successful candidates must be willing to undergo full screening in accordance with Keeping Children Safe in Education (KCSiE), including an Enhanced Disclosure and Barring Service check (DBS). A formal job offer will only be offered by Music for Life following the successful and satisfactory return of the DBS. Questions relating to safeguarding and promoting the welfare of pupils will be explored at interview.

