



## Workplace Assistant (Freelance)

**Location:** Gloucester and Forest

**Contract:** 12 months fixed term, freelance

**Salary:** £15 per hour

**Closing date:** Rolling, so apply as soon as you can!

**Hours:** 14 hours per week, flexible between Monday and Thursday. Possibility for this increase to 18 hours per week.

### About The Music Works

We are a Gloucestershire based charity whose mission is to transform young people's lives through music. We're specialists in working with young people in challenging circumstances to help them reach their full potential in music, learning and in life.

We work regularly with 2,500 young people aged 8-30 and a further 2,000 through events.

We cater for everyone, from first access through to talent and career development. We deliver one-to-one music mentoring, small group work, accredited training, apprenticeships and internships, festivals and events, artist and career development and business incubation.

Programmes and activities take place in our state-of-the-art studio spaces, schools and through outreach with our community partners.

Programmes can be accessed via self-referral, including just turning up or agency referral.

Find out more: [www.themusicworks.org.uk](http://www.themusicworks.org.uk)

### About the role

This role is funded through Access to Work for the next 12 months, with the possibility of being extended.

This role is jointly managed by the two members of staff you are assisting and is split between both of our Hubs:

- The Music Works - **Gloucester**, 27 St Aldate Street, Gloucester, GL1 1RP
- The Music Works – **Forest**, 6 Market St, Cinderford GL14 2RX

A Workplace Assistant needs to demonstrate sensitivity, responsiveness, and an ability to follow the instructions given by the person they are assisting, including completing tasks on their behalf. This role is to assist our Youth Support Manager (Gloucester Hub) and one of our Music Leaders (Forest Hub) with admin tasks.

This role is funded by a Grant from the Department of Work and Pensions as part of their Access to Work scheme.

## Key responsibilities

As a Workplace Assistant you will assist the staff you are supporting with admin-based tasks at their direction including:

- Managing tasks e.g., prioritising, monitoring project progress, diarising, and planning.
- Ensuring completion of paperwork, such as entering new young person forms, wellbeing forms, and staff hours.
- Being present at meetings to take notes, including recording tasks and valuable information on the youth support manager's behalf
- Preparing printed/physical materials for the music bus, classes, training, and other presentations.

## General

- Work with The Music Works team to ensure effective communication, and a positive, collaborative working environment.
- Understand and apply The Music Works policies including a commitment to safeguarding children and adults and demonstrate a commitment to the principles of inclusive practice across all areas of work.

## Person specification

- Demonstrate sensitivity, responsiveness, and patience.
- Good experience with Microsoft systems, teams and administration tools.
- Ability to learn new IT systems well.
- Ability to follow instructions given by the people they are assisting, including completing tasks on their behalf.

## Benefits of Working with Us

- Lots of staff training and development opportunities
- The satisfaction in knowing you are supporting young and/or vulnerable people with challenging circumstances
- Being part of a vibrant music charity using music to transform young lives. You'll get staff rates for using the studio, be part of our social events, free tickets to our events
- Opportunity to join our workforce training and CPD
- An amazing staff team and culture

## How to Apply

If you wish to apply, please submit your current CV and a cover letter to [recruitment@themusicworks.org.uk](mailto:recruitment@themusicworks.org.uk). Please ensure that your cover letter shows how you meet the person specification and demonstrates how your skills and experience meet the role requirements. We will only accept applications with a CV and cover letters that come directly from applicants.

We also ask that you complete an equality form (this is anonymous and is only to help us make sure we are reaching a broad range of people). <https://forms.office.com/r/vrdJxdJs7n>

Diversity and inclusion are at the heart of our organisation, and we promote equal opportunities. We believe this can be achieved through attracting, developing, and retaining a diverse range of staff from many different backgrounds who reflect the community we serve. **We encourage applications from all backgrounds.**

We use positive action under section 159 of the Equality Act in relation to disability or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the disabled, or global majority candidate in order to diversify our staff team.

The use of AI tools (e.g., ChatGPT or similar) is permitted in the application process. However, we strongly advise against copying and pasting answers from AI tools, as this often results in generic responses. We encourage you to showcase your own experiences, voice, and style in your answers and note that this is particularly important given the communication expectations of this role.

In line with The Music Works safeguarding policy, this job is subject to enhanced DBS checks and satisfactory references.