



Knowle West Media Centre: Sound Wave Programme Lead

Job Pack / December 2024



Soundwaves young people's programme. Image: Ibi Feher

Introduction

Thank you for your interest in the role of SoundWave Programme Lead at Knowle West Media Centre (KWMC). KWMC is seeking an experienced and passionate music/sound practitioner, who has an interest in creative technologies and digital music, to lead an innovative music and sound programme, delivered for young people aged 10-17, who live or study locally to Knowle West and specific south Bristol communities.

You will find more information about KWMC, the role and the person specification on the following pages. You should read this information before you complete the online application form.

Applications must be made using the online application form, but you can apply using different methods including written text, audio and video.

Access

We want to ensure our recruitment process is accessible for you. If you would like this information in a different format, require further information, need support with access requirements or an informal chat about the post please contact us by email at enquiries@kwmc.org.uk or call [0117 903 0444](tel:01179030444).

As part of our commitment to being a Disability Confident Employer we guarantee an interview to anyone who identifies as disabled (as defined by the Equalities Act 2010) that meets the essential criteria set out in the person specification.

About KWMC

KWMC is an arts and community tech organisation. We are an Arts Council England National Portfolio Organisation and charity based in Knowle West, South Bristol. Our mission is:

‘Making fair and thriving neighbourhoods together, with arts, tech and care’

We have been working in and with our local community since 1996. We work across the neighbourhood in greenspaces, high streets and homes, bringing our arts, tech and co-creation practices into a local ecology of change making. We ensure our programmes are rooted in community priorities by working closely with, and as founding members of, the Knowle West Alliance.

Our programmes range from regular after school social action and digital fabrication sessions for young people to artist residencies, neighbourhood science projects, international research projects and more.

Working with a mix of residents, artists, researchers, local government and businesses we dream, make, co-create and support people to make change, from developing new approaches to climate action, to street-level retrofitting and community-led storytelling with immersive technologies.

We are part of a rich ecosystem of collaborators and partners. We work closely with [We Can Make](#), an award winning community land trust and housing initiative based at our maker space The Factory. We are part of the growing community of practice around [Community Tech](#) and active members of the [European Network of Living labs](#). We share our methods and neighbourhood-level innovations across Bristol, the UK and globally for others to adapt and adopt.

We have a staff team of 38, working across 2 sites. We hire offices and event spaces at KWMC, and run a membership scheme at The Factory. We are funded through a mix of grants, commissions and income from our buildings.



Soundwaves young people's programme. Image: Ibi Feher

About the SoundWave Programme

SoundWave is an exciting programme that offers young people the opportunity to develop skills and experience in sound and music. Our foundation programme SoundWave offers 10-13 year olds the chance to try out a range of music and sound technologies. This includes creating podcasts, music and other sound led outputs. Our SoundWave+ sessions operate as a youth led space, allowing young people, aged 14-17 to develop their interest and experience of music making and sound

capture. These programmes run afterschool during term time. This programme has also been delivered in schools, which is currently on pause, but KWMC hopes to bring this back, funding dependant. This role will also include supporting delivery of Creative Hub, a Monday afterschool group that offers young people aged 10-13yrs a wide range of experiences across creative technologies, including coding, VR, animation and design.



Soundwaves young people's programme. Image: Ibi Feher

About the role

KWMC is seeking an experienced and passionate music/sound practitioner, who has an interest in creative technologies and digital music, to lead an innovative sound/music programme, delivered for young people aged 10-17, who live or study locally to Knowle West and specific south Bristol communities (BS4, BS3 5, BS13 & BS14).

Candidates should have 5+ years experience of facilitating creative activities for young people, with 3+ years of project co-ordination experience. They will be an excellent facilitator and have leadership skills to support a team of freelance associate practitioners (up to 3 associates per session).

The role will involve lots of in person delivery with children and young people, meetings, communicating via phone / video, email and in person, and using a computer for several hours across the day. Evening and weekend work will be

required as part of this role, plus travel to external partner meetings and events if the role requires it.



Soundwaves and KWMC: Factory, Making Together Day. Images: Ibi Feher

Purpose of Role

- Leading the SoundWave programme; planning, delivery, evaluation
- Leading a team of freelance associates
- Contributing to the development of the wider young people's programme and KWMC programming, in line with KWMC's mission of 'Making Fair and Thriving Neighbourhoods, together with Art, Tech and Care'

Key Responsibilities

Programme:

- Designing the SoundWave and SoundWave+ programmes, including a small scale young people-led festival in May
- Writing session plans and creating session resources
- Capturing young people's feedback and being youth-led in planning
- Leading delivery of sessions, alongside freelance associate practitioners
- Leading on project evaluation and reporting requirements
- Supporting delivery on Mondays as part of Creative Hub
- Maintaining high quality of practice across the SoundWave programme
- Supporting ad hoc outreach and holiday programmes (leading when required)
- Supporting young people to explore pathways into education, employment or training
- Supporting KWMC's Work Experience programme
- Supporting young people to access the music studio outside of SoundWave sessions

Management and Collaboration:

- Management of associates, trainees and volunteers on the SoundWave programme
- Ongoing communication with families and young people
- Contributing to wider KWMC programming, attending KWMC producer meetings and seeking collaborations across our programmes
- Overseeing professional development for the freelance associate team, ensuring young people are offered innovative, cutting-edge music and sound technologies experiences
- Overseeing the ongoing management and upkeep of both music studio spaces and storage area

Person Specification

Essential:

- Music and sound expertise; proven track record in music production and song composition
- 3+ years of project co-ordination experience
- 5+ years of facilitation experience with young people
- Great organisation skills and attention to detail
- Strong communication skills
- Some experience of managing staff or freelancers
- Experience of working in community settings
- Experience of monitoring and evaluating creative programmes
- Experience of safeguarding practice
- Demonstrable commitment to diversity, equity and inclusion
- To have a good understanding of music software eg. Logic Pro X and / or Garageband

Desirable:

- Experience of podcasting, found sound recording
- Experience of working with young people with SEND (ideally autism and ADHD)
- Trauma informed approach
- A skilled instrumentalist (ideally drums, guitar or piano)
- Expertise in working with young people aged 10-13 years
- Mentoring experience
- Youth Work background
- Experience of supporting young people in attaining out-of-school qualifications e.g. Arts Awards.
- Experience of living or working in Knowle West

General Requirements:

- Ability to work evenings and weekends when required.
- A shared commitment to KWMC's [values](#), health & safety, confidentiality, data protection and equal opportunities policies.

Terms of Employment

Job Title: SoundWave Programme Lead

Contract: 12 months fixed term, with potential to extend subject to funding.

Salary: £29,176 pro rata. Actual 3 day per week salary £17,506.

Hours: 22.5 hours per week, excluding 30 minute lunch/rest break.

Working days: Preferably Monday, Wednesday and Thursday. But this is negotiable.

Main delivery will on Wednesday evenings (sessions between 4:30-8:30pm including debrief time) in term time. The SoundWave Programme Lead will ideally also deliver on the Creative Hub programme (Mondays 4:30-6:30pm including debrief time). Occasional weekend work may be required (roughly 4 weekends a year – good notice will be given).

Holiday entitlement: 25 days per year plus bank holidays pro rata. Actual 3 day per week entitlement is 15 days per year plus bank holidays pro rata.

Probationary period: 3 months

Place of work: Knowle West Media Centre, Leinster Avenue, Bristol, BS4 1NL. Occasional working at KWMC The Factory, Unit 24/25, Filwood Green Business Park, Hengrove Way, Bristol BS4 1ET and ad hoc work in local community.

Role reporting to: Head of Young People's Programme

Welcoming everyone

We believe our work will be stronger with greater diversity. Our goal is to be an inclusive place to work and for our team to fully reflect the communities we serve.

We welcome applications from people of all backgrounds and particularly those that are under-represented in our organisation compared to the communities we serve. This includes people who identify as working-class, Black, Asian, mixed heritage or other global majority backgrounds, transgender, non-binary, D/deaf, visually impaired, disabled or neurodivergent.

Working at KWMC

We want all KWMC employees to feel comfortable and able to be themselves at work. Our working culture is built on an ethos of collaboration, ambition, inclusivity, and care.

KWMC has two buildings. The Media Centre and The Factory, our digital fabrication space. The Media Centre and The Factory are wheelchair accessible throughout. There are accessible toilets and a mix of noisy and quiet spaces. There is cycle and car parking at both sites.

We work in open plan spaces with private work spaces available to book. We frequently work across teams and roles. At the Media Centre, there is a garden space which is particularly nice in the summer months. There's a good culture of people taking lunch breaks away from desks. There are several kitchen areas and spaces where the team tend to spend their down time.

The office spaces at the Media Centre are open every day from 8am until 7.30pm Monday to Thursday and 5.30pm on a Friday. Staff are on site at various times depending on their roles. Most meetings take place between 10am and 4pm. Most meetings include an option to join online.

We have regular opportunities to come together with colleagues informally such as 'Practice Play' (a chance to experiment and play with our tech and equipment) and social events. Attending events and being part of the creative life of the organisation is part of everyone's role at KWMC.

Benefits

Flexible working – we offer flexible working as standard. Our usual working hours are 9am-5pm. There is flexibility for those that require different working patterns, to be agreed on an individual basis. This role requires regular evening work.

Learning & Development – we invest in the growth and development of all our staff, including training, professional qualifications, conferences, and lots of opportunities to go and see work.

Cyclescheme – Cyclescheme is an employee benefit that saves you 25-39% on a new bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary by your employer, and there is no upper limit.

Wellbeing support – KWMC has an Employee Assistance Programme provided by Simply Health that includes a free professional counselling and information service that is accessible to employees.

Pension - 3% employer contribution to a NEST pension.

How to apply

Please complete our online application form here: <https://tinyurl.com/NewJobAppLink>

You will be asked some basic details, to respond to the 3 questions below and to upload a CV.

1. Why do you want to work with KWMC, and in this specific role?
2. Please tell us about your experience and approach to working with young people in community settings?
3. How do you meet the skills, experience and qualities set out in the person specification? Please give specific examples – these could be from your past or current employment, unpaid projects and hobbies, learning, training, skills or general life experience.

You can answer the questions in writing or by providing a link to a video or audio clip. Written answers should be no longer than 250 words for question 1 and 2 and 750 words for question 3. Video or audio clips should be no longer than 10 minutes total in length and uploaded to an online platform that does not expire (e.g. not WeTransfer).

Please ensure your CV outlines all roles you have had, including an explanation of any gaps in employment. If you have worked in a freelance capacity, please include accurate dates of projects and any organisations this was connected to. If this leads to a longer CV than usual, that is acceptable.

As part of our commitment to being a Disability Confident Employer we guarantee an interview to anyone who identifies as disabled (as defined by the Equalities Act 2010) that meets the essential criteria set out in the person specification.

Closing date

Midnight, Monday 6 January 2025

Interview Process

There will be a two-stage interview process. The first stage will be an interview. Interview questions and information about the panel will be shared at least 48 hours in advance. The second stage will be an opportunity to meet some of the young people we work with and lead a short group activity.

Interview dates

The interview will take place on Wednesday 15 January 2025 at KWMC, Leinster Avenue. A second stage for successful candidates will be on 20 or 22 January 2025.

Start date

We are looking for someone to start the job as soon as possible but understand that the successful candidate may have a notice period to serve.

Offer of employment

All offers of employment are made subject to contract, satisfactory Enhanced DBS checks, receipt of at least two suitable references and documentation confirming your eligibility to work in the UK.

Contact

Please get in touch with any questions about the application process by emailing gail.bevan@kwmc.org.uk or calling 0117 903 0444. If you have any questions about the role, you can email questions to Head of Young People's Programme ellen@kwmc.org.uk

Knowle West Media Centre is supported by Bristol City Council and Arts Council England.



Supported using public funding by

**ARTS COUNCIL
ENGLAND**