## **In the Room Representative**

**Reporting to the In the Room Project Leaders**

## **Fixed-term, Freelance Contract for 8 months, May to December 2022**

## **£12 per hour, 3.5 hours per week**

## **Job Overview**

The role of the 6 In the Room Representatives, funded by Youth Music, is to complete the In the Room Leadership Development Programme. This will involve working on a research project under the leadership and mentorship of Under 25 Board Directors Hope Winter and Imogen Williams, with the aim of building stronger career networks, increasing engagement opportunities and raising the voices of under 25 music creators in the UK. In the Room representatives will be provided with professional development training, holistic support, bursaries and guidance from Ivors Academy and Help Musicians’ staff to fulfil the role.

## **Responsibilities**

* Attend meetings and training sessions with project leaders, Ivors Academy staff, ITR Representatives and other stakeholders.
* Work collaboratively and respectfully with ITR Representatives, project leaders and Ivors Academy staff on research activities in an organised and efficient manner – such activities could include arranging focus groups, distributing surveys and writing reports.
* Effectively managing your time and workload to ensure deadlines are met.
* Actively engaging with internal and external stakeholders about research projects - this may include gathering feedback, reporting on project progress and presenting achievements.

## **Skills and Competencies**

* Strong attention to detail
* A self-starter who is reliable and eager to learn
* Competent working level of Microsoft Office suite
* Good knowledge of the music industry in your genre or local area
* An understanding of what matters to the under 25 music community
* Passionate, driven and have a desire to engage with other young music creators

## **Values/common behaviours**

## Our values are that we're **inclusive**, respecting and championing difference and diversity; generous in our time, experience and understanding of each other; **focused** on cultivating, celebrating and campaigning for our members; **proud** of our role and heritage while constantly staying relevant and forging new innovations; and we demonstrate **integrity** through our actions, words and commitments.

## **Key working relationships**

* In the Room Project Leaders and Representatives
* Ivors Academy Programmes Manager and Membership Manager
* Ivors Academy staff team, Youth Council members, trustees and elected members
* Help Musicians staff
* Youth Music staff