

# **The Otakar Kraus Music Trust – Operations Co-ordinator**

## **Job Description - 21 hours per week**

- To co-ordinate the day-to-day running of OKMT's music therapy projects and OK Music School, reporting to the Director.
- To support staff, trustees and volunteers with community fundraising events
- Mainly home based with meetings in London Borough of Richmond. Need to travel around the Borough.

## **Key Responsibilities**

- Ensure that all our music therapy projects are run efficiently and effectively.
- Assist the Director in marketing and setting up new services, dealing with any matters arising and organising effective monitoring.
- Liaise with clients and carers of people with disabilities, therapists, admin staff, venue hire sites, and with local voluntary or statutory organisations.
- Become the principal email & phone contact for enquiries from professionals and families about music therapy.
- Keep excel sheets and other records up to date.
- Work closely with small team staff involved in fundraising, marketing and accounts.
- Assist with community fundraising initiatives.
- Assist with promoting OKMT.
- Report to the Director at regular meetings and action initiatives arising from these meetings.
- Adhere to the policies and procedures of The Otakar Kraus Music Trust
- Attend occasional evening or weekend meetings and events.

## **Professional Development**

- Attend regular meetings with the Director to appraise and monitor job performance against targets and work plans.
- Attend training courses in order to meet identified needs.

# **Operations Co-ordinator - Person Specification**

## **Experience & Qualifications**

**Required: Previous experience in one or more of the following areas:**

- **Project administration**
- **Liaison with multiple stakeholders**

**Desirable:**

- **Personal or professional experience or interest in music, music therapy and/or special needs**
- **Community fundraising or marketing experience**
- **Educated to A-Level standard or higher**

## **Skills**

- **Excellent written and personal communications skills**
- **Good knowledge and experience of using Excel and other IT tools, including social media platforms.**
- **Ability to communicate effectively and empathetically with wide range of professionals and the public.**
- **Ability to demonstrate commitment to the goals and values of OKMT.**
- **Good organisational skills**
- **Ability to prioritise and work on own initiative**
- **Ability to work as a member of a small team**

## **Personal Attributes**

- **Interested in support and service provision for those with disabilities.**
- **Empathetic and sensitive towards the needs of those with disabilities and their families.**
- **Organised and dedicated.**
- **Approachable, flexible and tenacious.**

**An enhanced DBS check will be required.**