Operations & Administrative Lead

South Powys Youth Music (SPYM) exists for the joy of creating music together. We provide group music tuition that enables children and young people to express themselves; helping to develop their confidence, and social and emotional life skills.

Music tuition with a purpose: a pyramid of opportunities providing inspiration and motivation through learning and performing together.

Uplifting & Upbeat: our focus is on the fun, and the emotional fulfillment and physicality of music-making.

Supportive & Spontaneous: providing a safe, kind, energetic, loud and happy space where everyone can learn, grow and belong.

Inclusive and accessible: opportunities for every child from every family background; regardless of ability to play or ability to pay.

Community-centred connections: we are based in Brecon but, as a voice for music in rural Wales, we nurture wider links with schools and community groups, bringing people together, forging friendships, and breaking down barriers to provide access to music of every kind.

Terms

Contract: Freelance. Ongoing, subject to successful completion of a 6-month trial period

Location: Flexible but with mandatory attendance at weekly SPYM sessions which occur during term time between 4:30pm and 6:15pm at Brecon High School, plus attendance at SPYM concerts throughout the year in the Brecon area.

Remuneration: £40 per hour, inclusive of travel costs.

Hours: Approx. 7 hours per week/45 weeks of the year

The Role

SPYM is a small charity seeking an individual who is confident and competent to lead all aspects of our operations and administration.

We value people who are practical, collaborative and adaptable. We are looking for an organised, proactive and resourceful Operations and Administrative Lead to help ensure the smooth and effective running of the charity - someone who enjoys making things happen behind the scenes as much as taking the lead in supporting our wider charitable mission.

This is a varied, hands-on role combining administration, operational coordination, financial administration, and organisational support, working with staff, tutors, volunteers, young people and their families.

The successful candidate will be supported in their new role by our existing administrator during an agreed handover period. Collaborating closely with the trustees and with the charity's delivery team (Two Musical Directors, the Communications and Fundraising leads, plus a team of music tutors and volunteers), you will develop effective ways of working to ensure the future growth and sustainability of the organisation.

You will be comfortable taking responsibility, managing competing priorities and finding practical solutions, sharing our mission to make high-quality music opportunities available to all young people across Mid Wales.

This role is specifically responsible for ensuring the smooth delivery of the weekly SPYM group music sessions; therefore the candidate needs to enjoy working with children and young people up to the age of 18. The candidate must be confident in dealing with all possible eventualities that might be encountered working with these age groups, and be prepared to roll up their sleeves and muck in.

Key responsibilities

Administrative support

- Provide a welcoming, professional and helpful first point of contact for the charity.
- Manage day-to-day correspondence, telephone and email enquiries, and general administrative tasks.
- Maintain accurate and up-to-date records relating to young people, parents and carers, staff, tutors, volunteers and partners.
- Coordinate participant registrations, consent forms, attendance records and communications with families.
- Prepare agendas, papers, minutes and follow-up actions for meetings as required.
- Maintain filing systems, databases and digital records in line with data protection requirements.

Operations

- Coordinate the day-to-day operational activities of the charity, helping ensure that programmes, rehearsals, workshops, events and other activities run smoothly.
- Coordinate bookings, venues, equipment, resources, transport arrangements and other practical requirements as needed.
- Support the planning and delivery of concerts, performances, workshops, and community events.
- Manage organisational calendars, meetings, deadlines and shared information.
- Liaise with venues, suppliers, partner organisations, schools, tutors and other stakeholders.
- Help ensure the charity has appropriate policies, procedures, insurance and operational arrangements in place.

Financial administration

- Support the day-to-day financial administration of the charity, including processing invoices, recording expenditure, monitoring payments and maintaining financial records.
- Managing and billing of subscriptions and instrument hire fees.
- Assist with budget monitoring and financial reporting in collaboration with the treasurer for the charity’s finances.

- Support the administration of grants and funding agreements, including tracking deadlines, expenditure and reporting requirements.
- Assist with the collection of information and evidence needed for funder reports, monitoring and evaluation.
- Support fundraising administration, donor records and Gift Aid processes.
- Liaise with the charity's accountant as required.

People, tutors and volunteers

- Support the recruitment, induction and administration of tutors, freelancers, and volunteers.
- Coordinate tutor schedules, availability and communications.
- Help create a positive, inclusive and supportive working environment.

Safeguarding, compliance and governance

- Follow the charity's safeguarding, health and safety, data protection and other relevant policies and procedures.
- Help ensure that relevant safeguarding checks, including DBS checks where applicable, are completed and recorded before individuals undertake eligible activities.
- Support the implementation of safeguarding procedures and ensure that concerns are passed promptly to the designated safeguarding lead.
- Support the maintenance and review of organisational policies, risk assessments, incident records and compliance documentation.
- Help ensure that appropriate consent, emergency contact and medical information is collected and managed securely for activities involving young people.
- Support trustee meetings, governance administration and the recording of decisions and actions.
- Help the charity meet its legal, regulatory and funder requirements, seeking specialist advice where needed.
- Maintain confidentiality and handle sensitive information appropriately.

Communications and community engagement

- Support communications with young people, parents and carers, tutors, volunteers, funders and with partner organisations.
- Assist with newsletters, event information, website updates, social media and other communications where required.

- Help promote activities and opportunities to communities across Mid Wales.
- Ensure information is clear, accessible, inclusive and appropriate for different audiences.
- Support the collection of feedback, participation data and stories that demonstrate the charity's impact.

General organisational support

- Work flexibly across the organisation, responding to changing priorities and supporting colleagues where needed.
- Contribute ideas to improve systems, processes and the experience of young people taking part in the charity's activities.
- Support organisational planning and project development where appropriate.
- Represent the charity professionally when dealing with external contacts.
- Undertake other reasonable duties consistent with the purpose and level of the role.

Personal qualities and experience

The successful candidate must be:

✔ **Organised and dependable:** someone who takes ownership and follows things through, with the ability to manage a varied workload and meet deadlines.

✔ **Approachable and supportive:** able to build positive relationships with people from all age groups and backgrounds, having a passionate commitment to equality, inclusion, and in creating positive opportunities for children and young people.

✔ **Resourceful and adaptable:** comfortable working in a small charity where priorities and situations can change quickly. Willing to take on a broad range of responsibilities.

✔ **Collaborative:** someone who enjoys enabling others to do their best work. Happy working in an organisation where everyone contributes with an equal voice.

✔ **Mission-driven:** motivated by the difference music can make to young people's lives.

✔ **Thoughtful and professional:** able to exercise sound judgement, maintain confidentiality and recognise when to seek advice. Having an innate understanding of the importance of safeguarding and appropriate professional boundaries when working with young people.

We especially welcome applications from candidates who can demonstrate some or all of the following experience:

- Working in an administrative, operations, coordination or office management role.
- Working for a charity, community organisation, music and arts organisations or youth-focused service.
- Financial administration, budget monitoring or working with bookkeepers and accountants. Familiarity with online accounting software such as Xero.
- Coordinating events, workshops, or community programmes.
- Familiarity with safeguarding procedures, data protection and health and safety requirements.
- Working with freelancers, volunteers or schools.
- Knowledge of the communities and geography of Mid Wales.
- Welsh language skills, or a willingness to develop Welsh language skills.

What We Offer

- The opportunity to make a lasting difference to the lives of young people through music.
- Flexible and supportive working arrangements.
- A collaborative and values-driven team environment.
- The chance to help shape the future of a growing and impactful rural charity.

Safeguarding

The charity is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment

and work in accordance with safeguarding policies and procedures. Appropriate DBS checks will be required for the successful candidate.

How to Apply

Please submit:

- A CV
- A covering letter outlining your motivation and suitability for the role.

Closing Date: Monday, 30th November 2026

Applications should be sent to: southpowysyouthmusic@gmail.com

We welcome applications from people of all backgrounds and particularly encourage applications from individuals who reflect the communities we serve across Mid Wales.