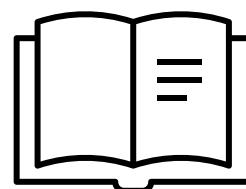


# **Project and Access Administrator Job Pack Easy Read**



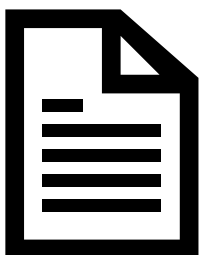
**This is an Easy Read version of our  
Project and Access Administrator  
Job Pack**



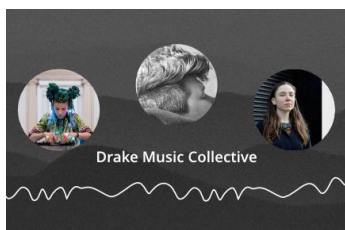
# Introduction



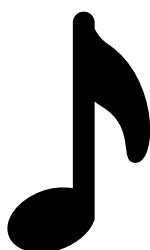
Thank you for your interest in working with **Drake Music**.



We are excited to open applications for a **Project and Access Administrator** at Drake Music.



This role is part of our Drake Music **Collective programme**.



The Collective programme is to support the professional development of disabled musicians and sound artists.



The **Project and Access Administrator** will be important to the success of the programme.



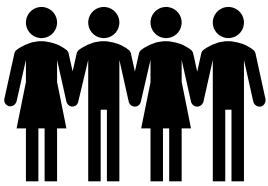
This success is through providing administrative support to the project team.



They will also ensure that support is in place to meet the access needs of our staff and participants where required.



We particularly welcome applications from people who are:



- From the global majority
- Disabled
- d/Deaf
- Neurodivergent
- Have experience of mental illness



If you have any questions about this role, please email Lisa Heywood on [lisaheywood@drakemusic.org](mailto:lisaheywood@drakemusic.org).

# Contents of the pack

In this pack you will find:

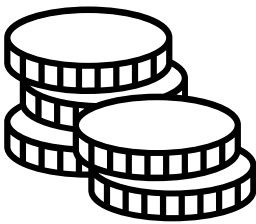
<b>Page number</b>	<b>Section</b>
Page 6	<b>Key Information</b>
Page 10	<b>About the role</b>
Page 14	<b>Job description</b>
Page 19	<b>What we are looking for</b>
Page 24	<b>Access</b>
Page 27	<b>How to apply</b>
Page 28	<b>What happens next</b>
Page 31	<b>About Drake Music</b>
Page 35	<b>Terms and benefits</b>

# Key Information



## **Role title:**

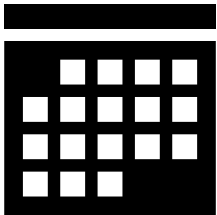
Project and Access Administrator



## **Salary:**

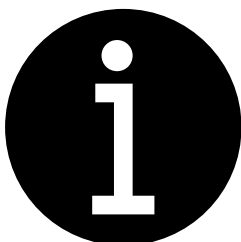
£25,000 **pro rata**

A **pro rata** salary is an amount you pay a part-time salaried employee if they worked full-time hours. So you will be paid part of this salary, in line with the hours you work.



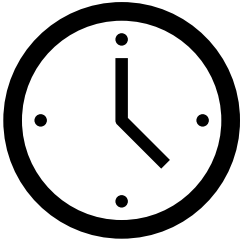
## **Contract length and type:**

8 months, fixed term, PAYE



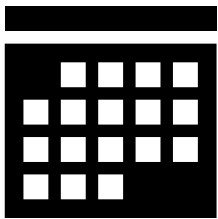
**Fixed term** – This means a set amount of time. In this case, 8 months.

**PAYE** – This is the abbreviated term for 'pay as you earn'. PAYE means that Drake Music will arrange paying tax for you.

**Hours:**

14 hours which equals 2 days per week.

How this time is split throughout the week is to be agreed between you and Drake Music.

**Start Date:**

As soon as possible, after Monday 15<sup>th</sup> May 2023 (to be agreed between you and Drake Music).

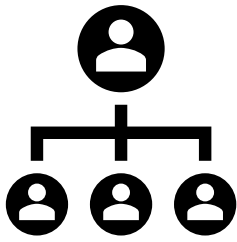
**Location:**

You will work **remotely**.

Occasionally you will need to travel to **Manchester** or **London** to work in the office.

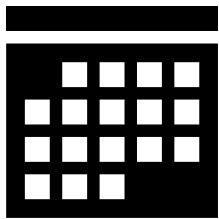


**Remote** - a job that is performed outside of a company owned office, usually from home.



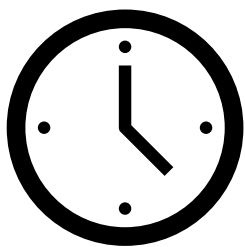
**Reports to:**

Drake Music Collective Project Manager



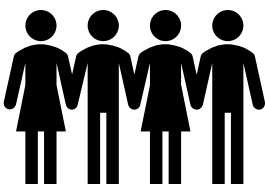
**Application Deadline:**

12 noon on Wednesday 12<sup>th</sup> April 2023



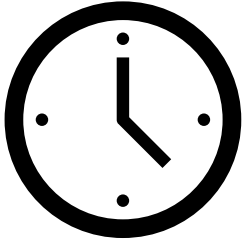
**Note about working hours:**

We aim to be as flexible as possible when arranging your working hours.



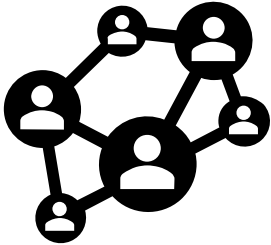
We also need to make sure that your working hours fit with our current team and their working hours.



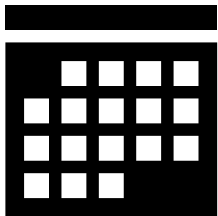


The Drake Music Collective Project Manager works **1PM** to **5PM** on:

**Tuesday, Wednesday, Thursday and Friday.**

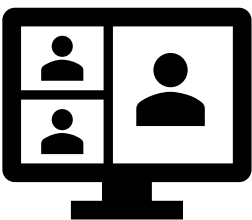


You will need to have some availability between the time and days above for joining meetings and co-working with other colleagues.



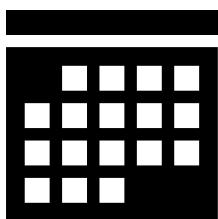
We have a team meeting **once a month**. This meeting is on the first Wednesday of the month.

This takes place at **11AM**.



We have **virtual** staff coffee mornings on Tuesdays and Thursdays, **10AM-10:30AM**.

Virtual means that it will take place **online**.



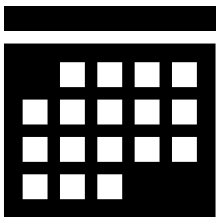
Whilst these coffee mornings are optional, we recommend trying to get to one each week. You can then get to know other members of the team.

# About the role

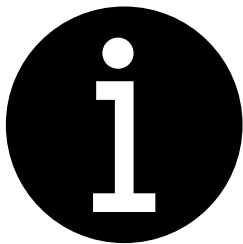


This role will be working with the **Drake Music Collective (DMC)**.

It is part of the team that works on artist development, with activities covering various projects.



The main part of the project will be led by two **Resident Artists**, who will be with us from June 2023 to January 2024.



**Resident Artist** – Means they are employed for an agreed timeframe to help on a piece of work or project.



As well as creating a piece of new music, each of the Resident Artists will focus on one area of work.

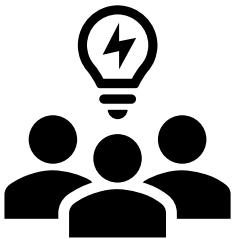


The **Resident Artist/Creative Facilitator** will focus on mentoring a new generation of disabled musicians and sound artists through a **bursary** programme.

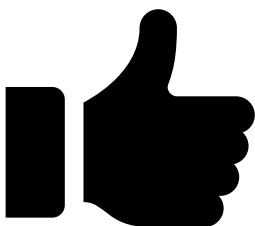


**A facilitator** - a person who makes an action or process easier.

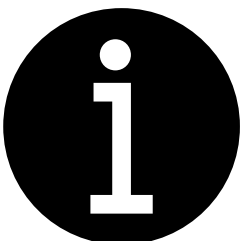
**A bursary** - a fund which is awarded to someone to allow them to take part.



The **Resident Artist/Access Champion** will focus on understanding barriers disabled people face to a long career in the music industry.

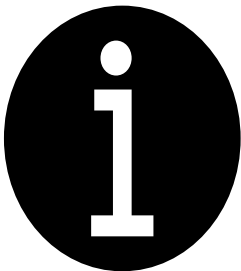
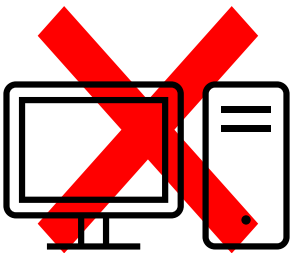
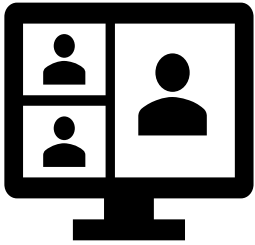
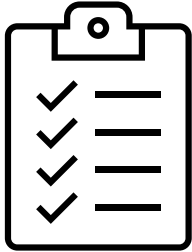


They will look to find ways to make things better.



**Access Champion** - a person who helps create equal opportunities for all.

**Barriers** – something that gets in the way.



The purpose of the **Project and Access Administrator** role is to:

1. Provide admin support for activities run by Drake Music Collective and activities run by the Resident Artists.
2. Ensure that extra support for access is in place for all activities where needed.

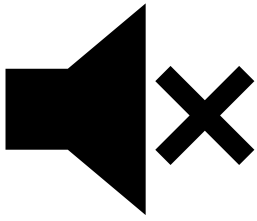
**Things you need for the job:**

1. A good, secure internet connection you can use for video and/or voice calls\*
2. A personal laptop or desktop computer you can use, that can run Microsoft Office 365\*

\*If you experience **digital poverty** please let us know.

We may be able to lend equipment for work use.

**Digital poverty** – Not being able to use or access the online world when and how you need to.

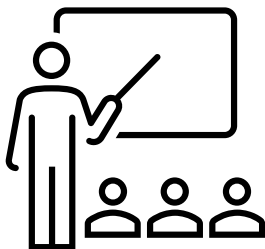
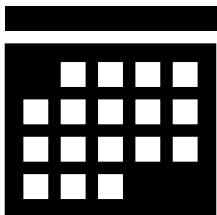
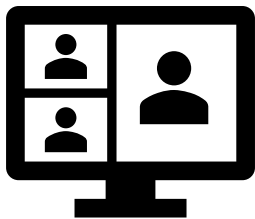


3. A quiet, private space to work in for when you join online meetings.

4. To be happy to travel sometimes to London or Manchester. If you cannot travel because of accessibility reasons please let us know.

# Job Description

## General tasks

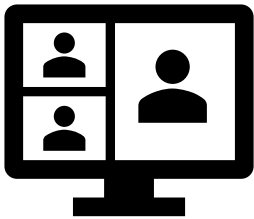
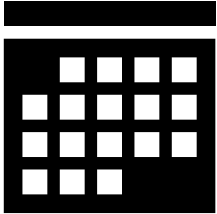


### General tasks (10% of your time):

- Managing an email inbox using Microsoft Outlook.
- Communicating with colleagues regularly using Microsoft Teams. For example voice chat, voice notes or video calls.
- Attending monthly Core Team meetings on Microsoft Teams.
- Completing your own training and development activities as required.

# Job Description

## Project Administration

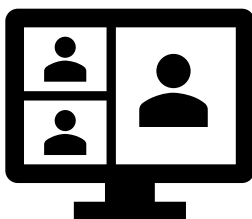
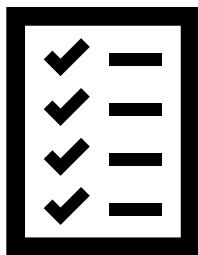
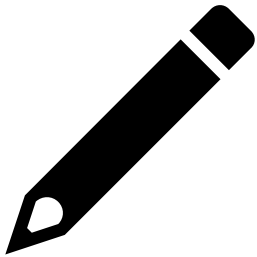


### **Project Administration (45% of your time):**

- Scheduling meetings and creating calendar events in Microsoft Teams.
- Attending meetings and workshops on Zoom and Microsoft Teams as required.
- You will be taking notes in meetings and typing these up to send to participants of the meetings.
- You will send meeting agendas, notes and recordings to participants by email.

# Job Description

## Project Administration continued



### Project Administration (45% of your time):

- Writing emails and documents in **Plain English.**
- Maintaining online filing systems in Microsoft Teams.
- You will be asked to book:
  - Venues
  - Travel
  - Accommodation

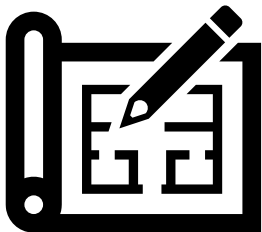
These bookings will be for in-person activities.

- Assisting with planning for online showcase events, including creating online sign up/ticket pages.



# Job Description

## Access coordination



### Access coordination (45% of your time):

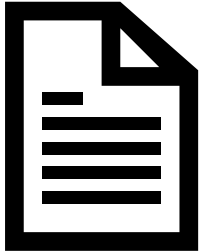
- You will be asked to keep up to date accurate records of the access requirements for project staff and participants. This will need to be done in a confidential way.
- You will be asked to arrange access support for project activities, both online and in-person. For example you will book and arrange **captioners** for online meetings.

A **captioner** writes the words spoken by a presenter. The captioner will then support individuals who are deaf or hard of hearing and cannot otherwise hear the audio during the meeting.

- You will be asked to create a contact list of **access support** providers. You will also need to make sure the details on the list remain correct and up to date.

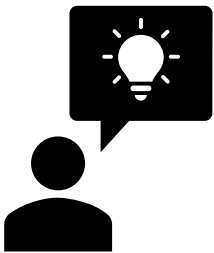
# Job Description

## Access coordination continued



- Providing support for **Access to Work** applications.

**Access to Work** is a government programme aimed at supporting disabled people to take up or remain in work.



- You will undertake training and your own research to ensure that the Drake Music access processes are kept up to date.

# What we are looking for



We understand that everyone has a different and unique set of skills.



We are looking for someone who meets as many of the **criteria** as possible. We do not expect you to meet every single one.

The criteria are on the following pages.



We have marked **essential criteria** with an **(E)**.



We ask about the essential criteria in the application form.

**Essential criteria** are the qualifications, experience, skills or knowledge you must have to apply for a role.



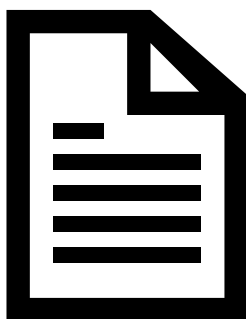
Other criteria will be discussed **at the interview**.

# What we are looking for

You will have the ability to:



(E) Confidently use Microsoft Teams, Microsoft Outlook and Microsoft Word. You will be able to use these Microsoft programmes for:



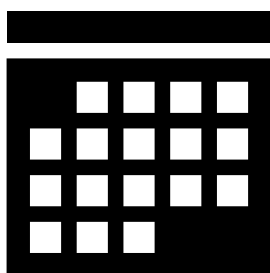
(E) Word processing



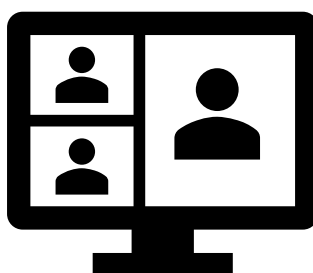
(E) File management



(E) Email management



(E) Calendar management



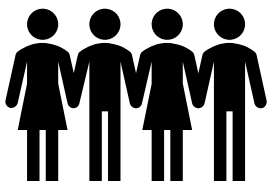
(E) Video calls

# What we are looking for

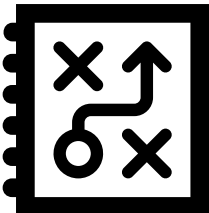
You will have the ability to:



(E) Communicate well with access support service providers and other service providers by email, video call or telephone.



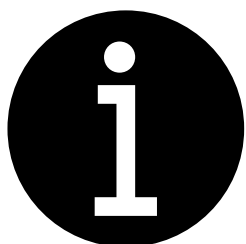
(E) Work well with a team, for example maintaining regular contact and sharing knowledge with others in the team.



(E) Plan, prioritise and carry out tasks independently.



Write in **Plain English**.



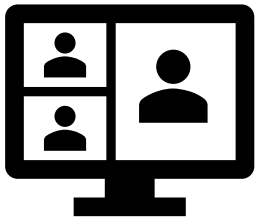
For more information please click on this link to see [the Campaign for Plain English](#).

# What we are looking for

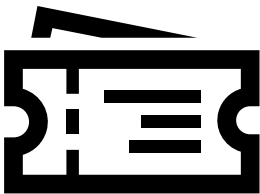
You will have the ability to:



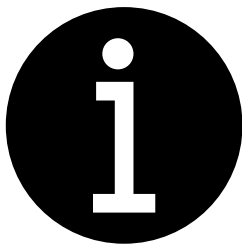
Provide admin support for meetings, including creating agendas, scheduling and note taking.



Provide administrative support for the planning and delivery of online and in-person events.



This will include creating online ticket pages using **Eventbrite**.



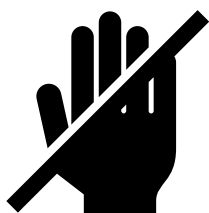
[Eventbrite](#) is an event planning website that can be used to promote events and sell tickets online.

# What we are looking for

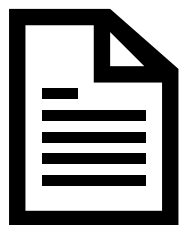
## Understanding of:



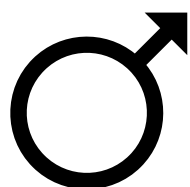
(E) The social model of disability.



The barriers faced by disabled people in an arts/music environment.



Access to Work processes.



How people who are disabled might also face barriers for other reasons, such as because of their gender



Disability/ deafness/ mental illness / neurodivergence through **personal expertise**.

# What we are looking for

## Understanding of:

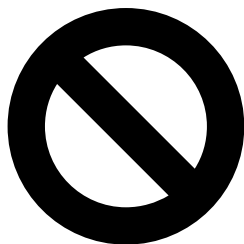


We use **personal expertise** as an alternative term to **lived experience**.

The term **personal expertise** recognises the value of the knowledge and skills involved.



# Access



We are committed to doing our best to **remove barriers to access** for our staff, participants and anyone applying for a role at Drake Music.



## During the application process:

We provide application materials in a range of formats and allow people to apply in different ways.



If you experience barriers to applying, **please let us know**. We will be happy to make reasonable adjustments as needed.



On our application form, we will provide you with an **opportunity to tell us** about any access requirements that you require for an interview.

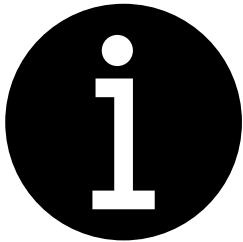


We also ask **all shortlisted candidates** about their access requirements when we offer an interview to them.



### **If you are appointed:**

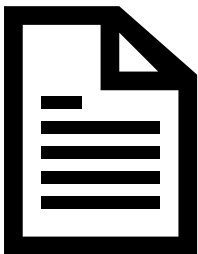
When you first join Drake Music your new line manager will ensure an **Access Audit** has been carried out.



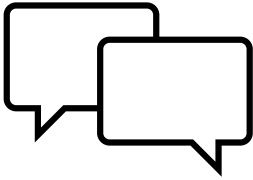
**Access Audit** – This is a check to determine how well a particular environment performs in terms of access and ease of use.



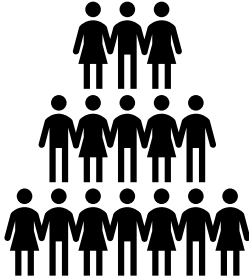
If you need reasonable adjustments to any of our working practices then this can be agreed with your line manager.



We can also support you with your **Access to Work** application if needed.



We view access as an **ongoing conversation**.



This conversation is very important in a workplace such as ours, where a number of colleagues identify as:



- Disabled
- d/Deaf
- Neurodivergent



Therefore, we may find ourselves trying to manage the access needs of **different people**.



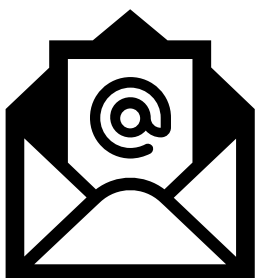
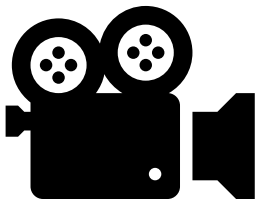
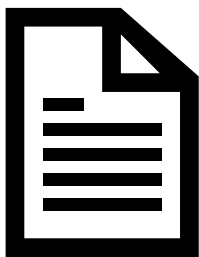
There is no perfect solution that will suit everyone.

Therefore, we all agree to be open and honest with each other about our needs.



We also agree to be open to hearing from others about their needs.

# How to apply



To apply for this role, send your application form to [lisaheywood@drakemusic.org](mailto:lisaheywood@drakemusic.org) by **12 noon** on **Wednesday 12<sup>th</sup> April**.

You can apply by:

- Filling in the application form on a computer.
- Creating **videos** or **audio** recordings to answer the application questions.

You can then send the files to us by sending a link to an **online folder**.

For example using **Google Docs** or a file transfer service like **WeTransfer**.

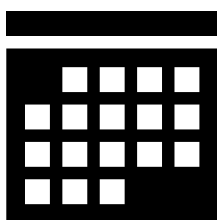
# How to apply



- If you would like to apply in British Sign Language let us know as soon as possible. We can arrange a translation of your application.

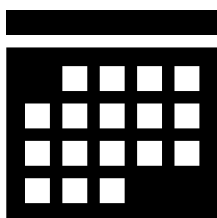


What happens **next**?



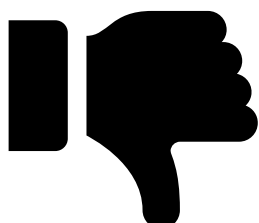
**Application deadline:**

12 noon on Wednesday 12<sup>th</sup> April



**Interview date:**

Wednesday 26<sup>th</sup> April



If you are unavailable on the interview date above then **please tell us** in your application.

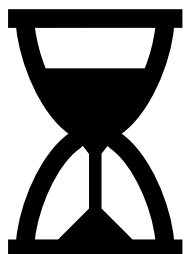
# How to apply



If the application options are not accessible to you please let us know. We will make reasonable adjustments as required.



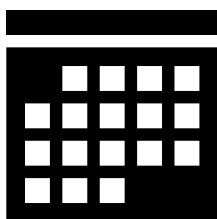
Once you have submitted your application we will reply as soon as we can to let you know that we have received it.



We appreciate that a lot of time and effort goes into submitting an application.



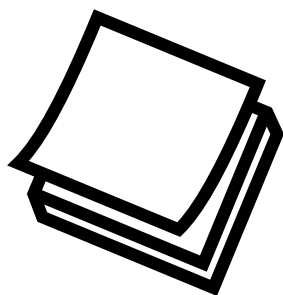
We will also contact you to **let you know** if you have been shortlisted or not.



## About the interview:

If you are selected for interview, we will send you the interview questions one week in advance of the interview.

# How to apply



We will also ask **follow-up questions** during the interview to find out more about what you have told us.

You are welcome to bring **notes** and/or make notes during the interview if that is helpful for you.

# About Drake Music



**Drake Music** works in the space where music, disability, and technology connect.

We are innovators, educators, curators, and advocates.



We believe everyone has the **right** to make music. We use new technologies and ideas to open access to **music for all**.



We are a **national organisation** working across England. We deliver our programmes and projects from centres in Manchester, London, Bristol and beyond.



In the 1980s the **Drake Research Project** was set up by Adèle Drake.

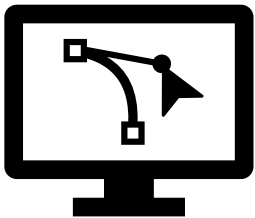




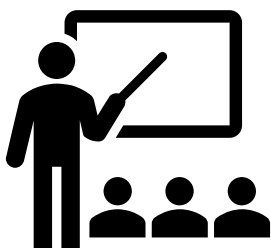
Since Drake Music was established as a charity in 1993, we have provided:



More than 100,000 music-making opportunities, for over 1,000 disabled people.

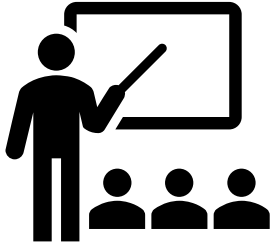


We use technology in a creative way to remove disabling barriers across three programme areas:



### **1. Learning, Participation and Training**

We deliver workshops in schools, train teachers, and advocate for inclusive practice.



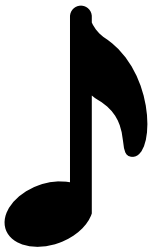
## **Learning, Participation and Training (continued)**

We also work with music hubs and educators to develop the music sector.



## **2. Arts and Collaborations**

We support disabled musicians to develop their creative practice and careers via commissions, masterclasses, and performance opportunities.

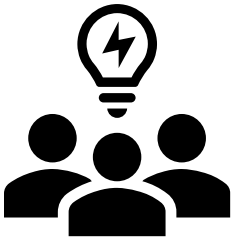


We also offer disabled musicians a range of creative music making opportunities to participate in.



## **3. Research and Development**

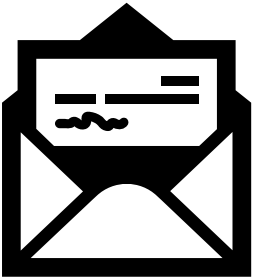
We work with communities of Disabled musicians, makers, and technologists, to imagine, design and build new accessible instruments and ways of making music.



## **Research and Development (continued)**

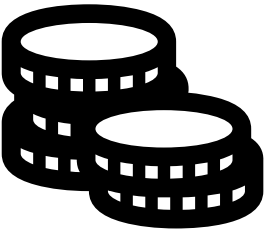
We are a home for new ways of thinking about music, musical instruments and technology, performance, teaching and practice.

# Terms and benefits



## Salary

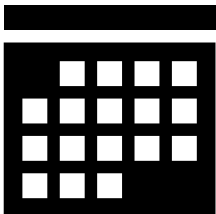
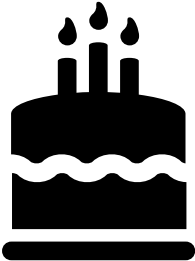
Staff salaries are paid monthly at the end of the month. Pension contributions and tax will be deducted before the money is transferred to you.



## Pension

Drake Music enter staff into a pension scheme if they:

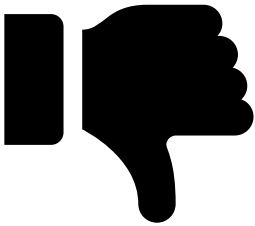
- Earn over £10,000 **per year**.
- Are aged 22 or over, and are **under** state pension age.



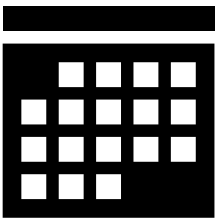
If you are enrolled, a percentage of your salary is deducted each month.



Drake Music also makes a contribution to your pension for each month that you do.

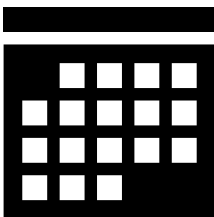


If you do not want to join the pension scheme, you can ask to leave the scheme during the first month of your employment.

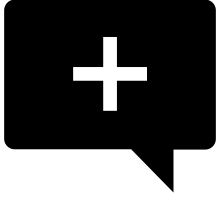


### **Annual leave**

All Drake Music PAYE employees are entitled to 28 days of annual leave, pro rata.



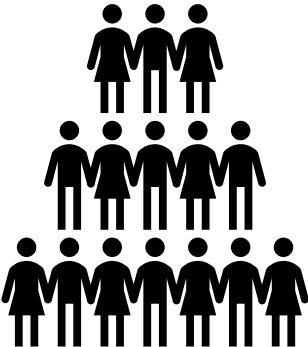
There are also 7 to 9 Bank Holidays each year.



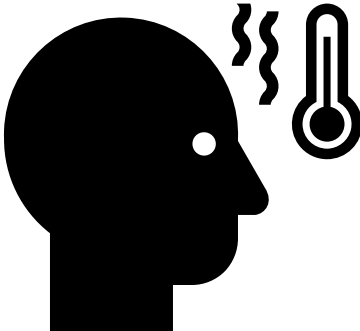
Bank holiday entitlement is added to your basic annual leave total.

Bank holiday entitlement is calculated pro rata based on your working hours.

# Sick leave and other statutory leave



All Drake Music PAYE employees are entitled to:



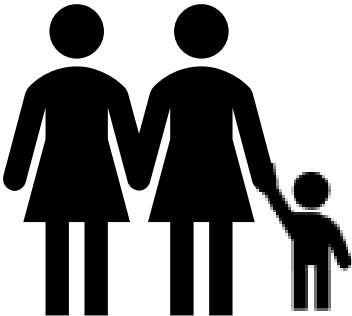
Sick leave



Maternity leave



Paternity leave



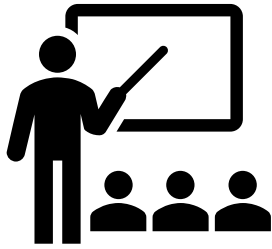
Adoption leave



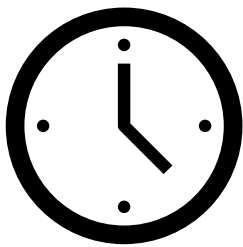
Time off for family



Time off for dependants

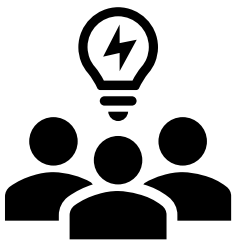


Our policy on leave is based on [government guidance on employment leave](#).



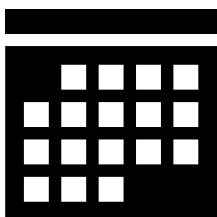
### **Flexible working**

We recognise that there are times when it is helpful, or needed, for employees to change their agreed hours.



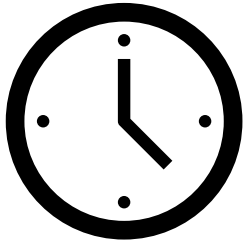
We are happy to talk to you about your work schedule such as:

- Flexible start and finish times



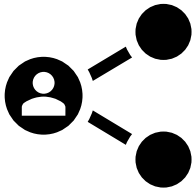
- Part-time working





- **Compressed working hours**

**Compressed working hours** means working all of your week's hours in a smaller number of days.



- Job sharing



- Working from home



## **Employee Assistance Programme**

Drake Music has signed up to an Employee Assistance Programme (EAP).



This is provided by [Health Assured](#), to support all our payroll staff.