



# Role Profile

Job Title YMI Co-ordinator			
Reference No.	SNCT	Type	Individual
Service	Education		
Job Family	Teacher	Grade	TO7

Purpose
To work within the Music Service under the direction of the Education Development Officer – Music Service, leading and developing Fife’s YMI programme.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Take delegated responsibility for planning, maintaining and developing the YMI programme in schools and within the Council
Establish and develop strong working partnerships with staff, schools, external practitioners, and organisations

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Appropriate professional qualifications eg. Degree or diploma in music.	√	
Additional relevant qualifications.		√
Experience in teaching instrumental or vocal music in primary and secondary schools. Awareness of current curricular issues.	√	
Experience in initiating or developing a project or task.		√
Knowledge of the key issues relating to professional development within the Music Service.	√	
Delivery of staff development activities.		√

E = Essential Criteria    D = Desirable Criteria

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<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Take responsibility for the organisation and administration of the YMI Programme including preparation/submission of YMI funding application(s) and end of project report.	Experience of working with others. Ability to work in a team and to motivate and enthuse others. Knowledge of the Youth Music Initiative and commitment to evaluating and developing current provision. Knowledge of Fife Music Activities and residential course provision Direct experience of an aspect of the Youth Music Initiative	√  √ √	√   √
Day to day management of YMI instructors in collaboration with the Music Development Officer Take delegated responsibility for quality assurance of all YMI projects, highlighting and measuring the impact of provision on Fife's young people	Evidence of effective use of time and resources. Experience of managing an activity.	√	√
Take delegated responsibility for the development and maintenance of the YMI digital media platforms and webpage.	Evidence of good written and oral communication skills. Confidence and experience in making presentations to audiences.	√	√
	Evidence of valuing educators, parents and children & young people as integral partners in the learning process. Experience in seeking out feedback from staff and others.	√	√
	Supportive of colleagues and highly participative. Ability to motivate, encourage and support others.	√	√

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		Driving licence and own transport available.		√
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
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<b>Job Title (Specialists Tasks)</b>				

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.				

## Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

## Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.