

Unit 12, Maple Estate
Stocks Lane
Barnsley
South Yorkshire
S75 2BL

1. POSITION

- 1.1 Job Title:** Digital Training Resource Co-ordinator
- 1.2 Company:** Brass Bands England
- 1.3 Location:** Home-based
- 1.4. Hours of Work** 21 hours per week
- 1.5 Salary** Freelance project fee of £1,800 per month for a 6 month period (approximately 3 days per week worked flexibly)

2. PLACE IN ORGANISATION

Reports directly to the Education and Development Manager and should present monthly reports relating to job activity.

3. GENERAL

Working as a freelance addition to the BBE team, the post holder will be responsible for the creation of engaging, interactive training materials for brass bands on a range of topics. These will include digital worksheets, presentations and training videos that will be accessed via the Brass Bands England website. The role will involve assisting on a large range of other BBE activity.

4. DESCRIPTION OF JOB CONTENT

4.1 Objectives

- To create content for the BBE website and keep relevant pages up to date
- To review existing BBE training materials and webinars
- To use existing material to create updated online training resources
- To source engaging and experienced presenters to feature in video resources
- To liaise with filmmakers to create video resources

- To create relevant and accessible worksheets to accompany video resources and webinars
- To assist the Education and Development Manager in delivery of live webinar training
- To liaise with a freelance designer to ensure worksheets and resources are in line with the BBE branding kit

4.3 Person Specification

The Training and Development Resource Co-ordinator should possess:

- Experience creating educational resources
- Excellent written and communication skills
- An ability to work independently
- An ability to work as part of a team and to act professionally and respectfully at all times
- An ability to manage multiple demands and prioritise effectively

I understand and accept the above Job Description.

(Job Holder) _____ **(Date)** _____