



Member Development Coordinator

Reports to: Senior Member Development Coordinator

Hours: 14 per week (Thursday and Friday)

Location: Based across our sites in Hemel and Watford

Salary: £12,236 per annum

Role Purpose

The Member Development Coordinator plays a key role in supporting learning disabled members to progress and thrive within Electric Umbrella's music programmes. They focus on understanding each member as an individual, tracking their journey, and supporting their development over time. Working closely with Music Practitioners, they ensure sessions are inclusive, well-supported and responsive to members' needs, while providing consistent, hands-on support during delivery. The role is central to maintaining a high-quality member experience, ensuring every member has a clear, supported pathway and is able to get the most from their time with Electric Umbrella.

Key Responsibilities

- Track and monitor member development, progress, and achievements across music, creativity, and leadership pathways
- Work alongside Music Practitioners to understand member needs, risk assessments, and session requirements
- Provide guidance and support to members during sessions, helping them access opportunities and overcome barriers
- Contribute to reflective practice and team discussions, sharing insights to improve programme delivery
- Support the Member Programme Delivery Manager and Senior Member Development Coordinator to ensure smooth delivery of sessions

Person Specification

Essential

- Background in education, social care, community arts, or disability support.
- Full UK driving licence and willingness to drive a minibus (provided) to support members to reach off-site sessions/ performances on an adhoc basis.
- A basic knowledge of music/music theory in order to recognise musical development of members

Desirable

- Experience in working with the learning disabled community
- The ability to play a musical instrument, and/or have a sound knowledge of music theory
- Knowledge of safeguarding vulnerable people, the Mental Capacity Act and person-centred working
- Knowledge of reflective practice
- Knowledge of Positive Behaviour Support plans
- Ability to work at extra gigs/events outside of normal working hours

How to apply: Please send a CV and covering letter to jobs@electricumbrella.org.uk
Closing date for applications - **Wednesday 12th August**