

Projects Officer: Job Description & Person Specification

Title of post:	Projects Officer
Contract:	Part-time employed, fixed term to 31 st March 2028 with the possibility of extending, subject to funding
Description:	Ensuring the smooth planning and delivery of music projects through strong administration and coordination.
Accountable to:	Head of Programmes
Key internal contacts:	Chief Executive and managers
Direct reports:	None
Other key contacts:	The LMNS freelance musicians and project partners
Hours of Work	Minimum 21 hours per week, but we welcome up to 28 hours per week (0.6-0.8 FTE) There is the option to increase hours over time. Working hours fall Monday–Friday between 9am and 6pm, with flexibility to assign hours within these parameters.
Place of Work	Hybrid working model combining: <ul style="list-style-type: none"> ▪ working from home ▪ attending staff meetings during the working week ▪ visiting events and project locations across Scotland.
Salary:	£26,000 (pro rata) This equates to £15,600 at 0.6FTE and to £20,800 at 0.8FTE.
Closing date:	5pm, Friday 24 th April 2026
To Apply:	Please apply in writing with the following information: <ul style="list-style-type: none"> ▪ A covering letter (max 2 pages) explaining how your skills and experience meet the key duties of the role and the person specification. Please include your reason for applying. ▪ An up-to-date CV Applications should be submitted to info@livemusicnow.scot Please include 'Projects Officer' in the subject line of your email.
Interviews:	Thursday 7 th May 2026
Start date:	ASAP

Benefits

- Employer pension contribution
- Pro-rated annual leave entitlement
- Flexible working arrangements and TOIL policy
- Laptop is provided
- Training and professional development opportunities
- Supportive, collaborative working culture with regular team development
- Travel expenses for project delivery and team development days

- We are proud to be a Disability Confident Committed Employer, Autism Friendly, and a Rainbow Mark holder
- Commitment to Fair Work, inclusive practice and staff wellbeing

Live Music Now Scotland's Mission is:

- To promote the transforming experience of live music amongst people who would not normally have access to it, especially those whose lives are restricted by disability, poverty, isolation or illness;
- To support outstanding emerging artists in the early stages of their careers by giving them a variety of fairly paid performing and training opportunities.

Live Music Now was started in London in 1977 by legendary violinist Yehudi Menuhin and now operates in lots of countries, and LMNS is a proud sister organisation in this network. Last year, Live Music Now Scotland delivered 1,200 events across the country and internationally, delivered by a pool of around 150 emerging artists working in small ensembles across a diverse range of musical styles.

Main duties & responsibilities

This role requires excellent organisation, clear communication, and the ability to manage multiple project strands simultaneously.

At Officer level, staff are managing their own workload independently, running systems or projects, maintaining robust financial and administrative records, contributing to evaluation and reporting, and confident to represent LMNS at meetings. This particular post includes three specific task areas:

1. Contracting, Scheduling, Fixing & Logistics

- Prepare and issue contracts for artists, partners, venues and suppliers.
- Coordinate project schedules, availability, bookings and logistics.
- Support musicians and partners with clear, timely information.
- Arrange travel, accommodation and resources where required.

2. Data, CRM & Reporting

- Maintain and improve the CRM database and project tracking systems.
- Support monitoring and data-gathering processes across projects.
- Prepare accurate reports, summaries and documentation for internal use and funders.

3. Stakeholder & Partner Support

- Act as a consistent, professional point of contact for delivery partners.
- Provide clear communication and responsive support to musicians, venues and collaborators.
- Assist with meeting coordination, training sessions and project briefings.

Person Specification

Essential

- Strong organisational and administrative skills.
- High attention to detail and accuracy.
- Ability to manage multiple deadlines and competing priorities.
- Able to work independently with minimal supervision.
- Excellent with databases, spreadsheets and digital tools.
- Clear and confident written and verbal communication skills.
- An interest in the work and mission of Live Music Now Scotland.

Desirable

- Experience in the arts, charity, education or community sectors.
- Experience supporting monitoring, evaluation or reporting.
- Understanding of inclusive practice, safeguarding and Fair Work principles.

Equal Opportunities statement

Live Music Now Scotland is committed to being an equal opportunities employer. We value the diverse voices, experiences and perspectives that strengthen our organisation and the communities we work with. We welcome applications from people of all backgrounds, identities and lived experiences.

We do not discriminate on the basis of age, disability, sex, gender identity or expression, sexual orientation, pregnancy or maternity, marriage or civil partnership, race, religion or belief, or any other protected characteristic. We are committed to creating an inclusive, accessible and supportive working environment where everyone can thrive.

We recognise that people may not always see themselves reflected in the arts or charity sectors, particularly those who are disabled and those from the Global Majority. If you are interested in the role but feel you do not meet every criterion, we encourage you to apply — your experience and perspective could be exactly what we need.

We are happy to discuss any access requirements or reasonable adjustments that would support you through the recruitment process or in the role. Please contact the office or email lesleyann.smith@livemusicnow.scot so that suitable alternatives can be discussed, including alternative application formats (audio, video, bullet points).

Our commitment to flexible working

We know that people bring their best creative energy when they have the space to balance work with the rest of their lives. Flexibility is an important part of how we operate, and we recognise that it matters for many reasons — including childcare, supporting other family members, community commitments, and maintaining your own health and wellbeing.

For this Projects Officer role, we're open to discussing a range of flexible working approaches, such as adjusted working patterns, hybrid working, or compressed hours, provided they align with project needs and key delivery moments. We focus on trust, communication, and outcomes rather than rigid schedules, and we aim to create an environment where people can contribute fully while managing their responsibilities with confidence.

If you need flexibility — whether for caring responsibilities, health, study, or other commitments — we encourage you to raise this with us. We work in line with Fair Work principles and will collaborate with the successful candidate to agree a pattern that supports both wellbeing and effective project delivery.

Terms & Conditions

- All applicants must have the right to work in the UK.
- This role does not require membership of Disclosure Scotland or a PVG check. We do require all staff to sign up to our Company Handbook, which includes the Safeguarding Policy and Code of Conduct.
- [Link to our Privacy Policy](#)