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JOB DESCRIPTION

Creative Learning & Programme Lead (Parent-Led Arts)

Organisation: Mindful Music (www.mindful-music.org)

Location: Tower Hamlets (Poplar Union + flexible remote working)

Contract: Freelance (fixed-term until 11th October, potential to extend)

Start: Mid-May 2026

Key date: In-person delivery on some Saturday mornings June-Sept to be agreed

Interviews: 9th May (Applications close on May 7th)

About the Role

We are looking for a **Creative Learning & Programme Lead** to deliver part of a parent-led arts training programme in Tower Hamlets.

Parents will:

- Observe sessions through a creative crèche
- Co-lead with facilitators
- Lead their own workshops
- Reflect on their learning

This is a **hands-on leadership role** with responsibility across delivery, coordination, and learning design, working closely with the Founder and Trustees.

Key Responsibilities

- Deliver arts-based sessions for children (0–11)
- Train and support parents to become facilitators
- Manage programme logistics and coordination
- Support evaluation and impact tracking
- Facilitate reflective learning spaces
- Liaise with schools and partners

What We're Looking For

Essential

- Experience working with children (0–11) in arts/play settings
- Experience training or facilitating adults
- Strong organisation and admin skills
- Ability to manage projects independently
- Confidence supporting others to build skills

Desirable

- Experience in community or under-resourced settings
- Experience in schools or early years
- Experience with evaluation

Personal Qualities

We are particularly looking for someone who demonstrates:

- **Humility and self-awareness**
- **Openness to feedback and ability to learn from mistakes**
- **Compassion and respect in community work**

www.mindful-music.org

- **Ability to give and receive feedback constructively**
- **A reflective approach to leadership and facilitation**

Reflective Practice

We value individuals who bring reflective practices into their work, such as:

- Journaling or structured reflection
- Supervision or learning conversations
- Mindfulness or somatic approaches

No specific approach is required, openness and curiosity are key.

Working Pattern

- Flexible working
 - Required: Some Saturday mornings (June–September)
 - In-person delivery begins 27th May
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Fee

£20–£35 per hour depending on experience

OR

Project-based proposals welcome

We are anticipating this role to be 40-50 hours of work over time.

There is potential for the role to grow depending on the individual.

If you don't have all the experience listed but are enthusiastic to learn, we'd love to hear from you. We have a wonderful community of volunteers and advisors who are happy to support new starters.

APPLICATION FORM

Instructions:

Please download, complete and return the following questions either in writing, audio or video.

Please take them one at a time and feel free to use bullet points if this supports you. We are not assessing how well you write, we are looking for content.

If you want to include images, links or videos as examples of your practice or work, please do. Whatever helps to convey who you are and what you aspire to bring to this role.

Please complete and return this word document as it is and return it to mindfulmusicmartha@gmail.com with the subject title; 'Creative Learning & Programme Lead Application.

If you are sending an audio or video file, please use wetransfer to send it to mindfulmusicmartha@gmail.com

Applications close: Thursday 7th May, 1pm

Core Questions:

1. Why are you interested in this role, and why now?
2. What experience do you have working with children (0–11)?
3. What experience do you have facilitating or training adults?
4. Describe a project you've managed.
5. What strengths would you bring?

Reflection & Feedback:

6. Tell us about a time something didn't go to plan. What did you learn?
7. What role does reflection play in your work?

Approach:

8. How would you support parents to build confidence as facilitators?
9. What experience do you have working in community or challenging contexts?

Practical:

10. Availability May - Oct
11. Saturday morning availability for in person Poplar Union based sessions
12. Fee (hourly or project)
13. 9th May interview availability

Access:

Any access needs?

Is there anything else you'd like us to know?

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Thank you :)

We will be in touch by 8th May pm to confirm whether we will interview you, and a time.

Interviews will be with our Founder, Martha Wright, and one to four three of our trustees.

See [Our People – Mindful Music](#) for information about who will be making recruitment decisions.