



Here for young people
Here for communities
Here for you

All In Music (AIM) Co-Ordinator

Job Description

October 2025

Everyone should have a fair chance to discover who they are and what they can become.

Job Description

Job Title: AIM Co-Ordinator

Contract: Part-time, fixed-term until December 2025

Age Requirement: Eligibility: This role is funded by Youth Music, which supports opportunities specifically for young people. Applicants must be aged 16 or over. In line with the funding criteria, the opportunity is targeted at young people (under 25).

Location: All In Music Studio, 85 Ambleside Drive, Southend-on-Sea, SS1 2FY

Reporting to: All In Music Project Leads

Working With: Young people, community groups, schools, and partner organisations

Hours: 3–6 hours per week

Pay: Paid at the applicable National Minimum Wage rate

Start Date: October 2025

About the Role

Southend YMCA believes in amplifying youth voice — ensuring young people are heard, valued, and empowered to shape their communities.

Thanks to funding from **Youth Music**, we're expanding our **All In Music (AIM)** project and seeking a **motivated and creative individual** who meets the Youth Music funder's eligibility criteria, with **good communication and leadership skills**. If you're passionate about music, youth empowerment, and making a difference, this role is for you.

As an AIM Co-Ordinator, you'll play a key role in co-designing and delivering music workshops, planning live events, creating digital content, and representing the project in the community. You'll gain hands-on experience in music and youth work, while developing leadership, teamwork, and creative skills.

Key Responsibilities

- **Session Support:** Help plan, promote, and deliver engaging music workshops.
- **Youth Engagement:** Encourage participation and act as a positive role model.
- **Event Planning:** Assist with organising live music events and showcases.
- **Digital Content:** Create and share content to promote AIM on social media.
- **Youth Voice:** Gather feedback and ideas from peers to shape project delivery.
- **Community Collaboration:** Work with schools, partners, and local groups.
- **Representation:** Positively represent Southend YMCA and Youth Music at events.
- **Safeguarding:** Promote the welfare of young people and follow safeguarding procedures.
- **Continuous Improvement:** Contribute ideas to help the project grow and evolve.

Health & Safety

- Follow Southend YMCA's Health & Safety policies and the Health and Safety at Work Act 1974.
- Ensure safe working environments for yourself and others.

Safeguarding

- Promote and protect the welfare of children and young people.
- Comply with Southend YMCA's safeguarding and child protection procedures.
- This role requires an **Enhanced DBS check** and any other relevant clearances.

Location & Inclusion

This role is primarily based at **Newlands, 85 Ambleside Drive**, and other Southend YMCA sites, with occasional travel across the Thames Gateway.

Southend YMCA is committed to **equality, diversity, and inclusion**. We welcome applications from young people of all backgrounds and actively oppose discrimination in any form.

This opportunity has been created through Youth Music funding, designed to provide leadership and employment pathways for young people under 25. We encourage applications from all eligible young people regardless of background or circumstance.

✧ This job description is a guide and may evolve over time in response to project needs and your development.

Southend YMCA

**Applications should be returned to:
hr2@southendymca.org.uk**

For more information, please contact:

Social media



[SYMCA LinkedIn](#)



[SYMCA Instagram](#)



[SYMCA Twitter](#)



[SYMCA YouTube](#)



[SYMCA Facebook](#)

Website- southendymca.org.uk



**Here for young people
Here for communities
Here for you**

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

FAMILY & YOUTH WORK

HEALTH & WELLBEING

HOUSING

TRAINING & EDUCATION

SUPPORT & ADVICE