

GENERATOR

From Grassroots scenes to global stages, Generator is driving cultural and creative change across the North.

Recruitment Pack:



COMMUNITY COORDINATOR

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ABOUT GENERATOR

Generator is the North's leading music development organisation. Since 1991, we've been breaking barriers, building careers, and pushing boundaries. We don't just talk about the future - we create it. From grassroots scenes to global stages, we make sure talent from the North is heard, seen, and taken seriously on the world stage.

Working at Generator means being part of a small, ambitious team shaping the future of music and culture in the North. We're creative, collaborative, and driven by the belief that what we do makes a real difference.

From supporting new talent to delivering major events, every day is varied and full of purpose. If you're passionate about music, brimming with ideas, and ready to help us make change happen you'll feel right at home here.

“AT GENERATOR, WE BELIEVE TALENT IS EVERYWHERE - AND WE'RE DETERMINED TO MAKE SURE OPPORTUNITY IS TOO. WE'RE BUILDING A TEAM THAT'S NOT ONLY CREATIVE AND DRIVEN, BUT FEARLESS IN LEADING CHANGE FOR THE NORTH'S MUSIC AND CREATIVE INDUSTRIES.”

Mick Ross, CEO

ABOUT SONIC FUTURES

Powered by Generator, Sonic Futures is an ambitious project funded by the Tees Valley Combined Authority and Arts Council England.

We're building a dynamic, inclusive music ecosystem that nurtures local talent and puts Tees Valley on the map as a hub for music innovation and creativity.

We believe in a future where artists, venues, and studios thrive together. By investing in talent, developing new opportunities, and growing the festival scene, we're creating an environment that's about more than music - it's about careers, connections, and a sustainable cultural economy.

INTRODUCTION

Generator and Sonic Futures are on the lookout for a Community Coordinator to join our team, in what's set to be a hugely exciting few years. The perfect candidate will be inspiring, champion positivity, connect with empathy, and lead with honesty and integrity. You'll be passionate about the music and creative industries, our wonderful region, and Generator's mission and vision. You'll thrive working in a fast-paced creative environment amongst a small, but mighty, team.

We're looking for someone flexible and ambitious in their approach, with proven experience in programme coordination or project management, and strong links with grassroots and/or community organisations and groups across the North East and Tees Valley. Organisation and multitasking abilities are a must, as well as the ability to adapt quickly to changing priorities and deadlines. You'll be detail-oriented, focused on quality and results, and confident dealing with people from a variety of backgrounds.

A positive, can-do attitude is imperative with the desire to work as part of an inclusive team. In return, we can offer you a flexible, creative work environment where you'll be supported by a passionate and positive team, excited about making a real difference through our work.

WORKING WITH US

We're committed to making Generator a great place to work. Here's what you can expect as part of our team:

- Hybrid working - blend time in the office with time working from home.
- Flexible working hours - we value life outside of work too.
- 25 days annual leave plus bank holidays (pro rata).
- Additional Christmas shutdown so you can rest and recharge.
- Regular team get-togethers and engagement days to connect and collaborate.
- Plenty of learning & development opportunities - we invest in your growth.
- Access to industry events and experiences - be part of the North's thriving music and creative scene.

OFFICE LOCATIONS

We work flexibly and often remotely, ensuring we stay connected wherever we are.

This role is split across engagement in both the North East and Tees Valley, and will require in-person attendance in both regions. We have offices in Newcastle and Hartlepool, and are open to primary working location being in either.

- **Newcastle Upon Tyne:** Live Theatre, 27-29 Broad Chare, Newcastle upon Tyne NE1 3DQ
- **Tees Valley:** Generator, Unit 12, The BIS, 13-17 Whitby St, Hartlepool TS24 7AD

THE VALUES

**INTEGRITY
IS NON-
NEGOTIABLE**

We're straight-talking, transparent, and committed to building a fairer, more accessible industry. We stand for inclusion, respect, and backing talent based on vision and drive - not background or connections.

GENERATOR

**THE
FUTURE
BELONGS
TO THOSE
WHO
THINK
DIFFER
ENTLY**

We champion new ideas, embrace diverse voices, and push boundaries to shape what's next for music, culture, and creative business in the North.

GENERATOR

**WE DON'T
WAIT FOR
CHANGE**

**WE
MAKE
IT**

Bold ideas, bold action, bold results. We take risks, challenge the status quo, and push the industry forward, ensuring the North leads, not follows.

GENERATOR

**PEOPLE
ARE
AT THE
HEART
OF
EVERY
THING
WE DO**

We invest in talent, nurture teams, and create real opportunities. By bringing the right people together, we build something bigger than ourselves - stronger businesses, stronger communities, and a stronger industry.

GENERATOR

WE LIVE BY

ROLE OVERVIEW

COMMUNITY COORDINATOR

The Community Coordinator will support Generator's engagement with the grassroots music scene and educational institutions across the North East and Tees Valley.

They will coordinate and support a programme of community-focused activity, including structured workshops, micro-learning sessions, community training, networking, and careers days. Working with partner organisations, education providers, stakeholders, and grassroots leaders, they will support clear progression pathways into Generator programmes and relevant external opportunities.

Reporting to the Head of Programmes, they will act as a community-based connector, with existing understanding and connection to local communities, and serve as a visible, accessible contact for creatives and young people to ensure consistent engagement.

The role requires strong administration, monitoring, and reporting to meet funder objectives, maintain partnerships, and maximise participant outcomes, while aligning delivery, communications, and marketing with organisational priorities.

Project Splits: Splits are indicative and may change based on business requirements, but we anticipate the following:

- North East (1 day per week)
- Tees Valley (1 day per week)
- Admin and event attendance (0.5 day per week)

JOB TITLE:	Community Coordinator
WORKING HOURS:	Part Time, 2.5 days per week
SALARY:	£14,000 per annum (28,000 per annum, pro rata)
START DATE:	ASAP
REPORTS TO:	Head of Programmes
BASED:	North East and Tees Valley
CONTRACT:	Fixed term 12 month contract

DUTIES + RESPONSIBILITIES

Community and Grassroots Engagement:

- Build and maintain strong relationships with grassroots venues, promoters, and music sector practitioners to advocate for Generator's work, and where necessary provide guidance and support, including advice on funding access and sector opportunities.
- Support delivery of a community engagement plan aligned with project goals across the North East and Tees Valley.
- Gather feedback and insights from local artists, organisations, venues, education providers, and community groups to help identify and fill gaps in Generator's work.
- Champion diversity, equity, inclusion, and accessibility by actively engaging and amplifying underrepresented voices within the local music community.

Strategic Partner Relationship Management:

- Develop, manage, and regularly update a database of strategic cultural outreach partners (e.g. regional cultural organisations and networks), maintaining consistent communication through mailing lists and other channels, and work alongside marketing team to work on community comms strategy.
- Build reciprocal relationships with partners to share programme information, identify collaboration opportunities, and stay informed on sector activity.
- Attend and represent Generator at local cultural and education partnership meetings, contributing to regional dialogue and strengthening Generator's profile within the sector.

Educational Outreach:

- Coordinate outreach activity within education settings, ensuring meaningful engagement with young people at an early stage of their creative journey.
- Maintain relationships with Higher Education (HE), Further Education (FE), and other education providers to support clear progression pathways for participants.
- Work closely with regional Combined Authority's primary and secondary careers teams to support coordinated outreach activity within schools.
- Represent Generator at careers events, including fairs, talks, and workshops across schools, colleges, and universities, engaging young people who have not previously accessed Generator's programmes.
- Manage logistics, invitations and on-site coordination to ensure successful events.

DUTIES + RESPONSIBILITIES

Administration and Reporting:

- Maintain accurate and up-to-date records of programme activities, participant data, and evaluations.
- Working with the Head of Programmes, compile regular reports on programme progress, milestones, and key performance indicators.
- Monitor costs and ensure compliance with financial guidelines

Communication and Marketing:

- Support the development of programme related promotional materials and communication strategies.
- Contribute to social media and online platforms to enhance community outreach visibility

General:

- Attend Generator events and represent Generator as required.
- Be an active member of the core Generator team, contributing to the organisation's planning and delivery.
- Participate in training initiatives relevant to the duties of the post.
- Undertake such other responsibilities as shall be assigned from time to time by senior Generator staff.

PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Educated to Level 2 (GCSE or equivalent) in Maths and English 	<ul style="list-style-type: none"> • Business / Marketing / Project Management, or related, further or Higher Education
Experience	<ul style="list-style-type: none"> • Proven experience in programme coordination or project management • Strong networks and contacts within the grassroots music scene and community settings • Experience of working in & passion for the music & creative industries • Experience working independently and collaboratively within a team 	<ul style="list-style-type: none"> • Experience of working in a business environment • Comfortable with public speaking
Skills or knowledge	<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite • Excellent organisational and multitasking abilities • Ability to adapt quickly to changing priorities and deadlines • Detail-oriented with a focus on quality and results • Good social and interpersonal skills – confident in dealing with people from a variety of backgrounds • A positive, can-do attitude with the ability to work as part of a team • Passion for creativity, arts and culture, and ambition to achieve our mission and vision 	<ul style="list-style-type: none"> • Knowledge of and project management tools • Knowledge of Eventbrite • Knowledge of CRM database systems • Knowledge of data protection legislation (inc. GDPR) & practical understanding of how to apply / comply with that legislation • Awareness of music industry supply chains • Knowledge of, or contacts at, similar music initiatives and/or organisations in other regions
Physical	<ul style="list-style-type: none"> • Ability to travel • Willingness to work / coordinate events outside of office hours • Flexible approach to working hours 	

HOW TO APPLY



**When applying, please use the email subject line:
Community Coordinator.**

Send your application to recruitment@generator.org.uk, including:

- Current CV or an outline of experience
- A cover letter, video, or other media, telling us how your experience makes you a good fit for this role

In your cover letter/video, please tell us:

- Who you are, and why you want to join Generator.
- One or two examples of your experience or skills that make you the right fit for this role, with examples relating to the person specification where possible.

If you have any access requirements or need reasonable adjustments to take part in the interview process, please let us know when you apply - we'll be happy to accommodate your needs.

**Applications close at 8 am on Tuesday, 26th May 2026
Interviews will take place w/c 8th June 2026**

If you're not a perfect match for every part of this job description but can demonstrate transferable skills and the passion to excel in this role, we still encourage you to apply. We appreciate your interest and will carefully review all applications to find the right person for this role.

INCLUSION & DIVERSITY

Applications from under-represented groups are encouraged. Generator recognises that particular groups, communities and identities are under-represented in our workforce and we are taking positive steps to address this.

As such we would love to hear from you if you:

- Identify as female, non-binary and other gender minority (in keeping with our Keychange Pledge)
- Are d/Deaf, have a disability, learning difficulty, significant long-term health condition which affects their daily life or would describe themselves as neurodivergent
- Are from a working-class background
- Are from the African, South, East and South-East Asian, Middle East, Latinx or North African diaspora, or have experienced racism

If you're unsure whether your experiences or identity would be considered under-represented, or if you'd like to discuss adjustments or support you might need in the application process - please feel free to contact us.

We're committed to creating an inclusive, accessible and supportive environment for everyone.



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