



key changes

Promoting positive mental health through music

Job Description

Session Facilitator – Music Events Skills Bootcamp

Location: Dalston, London N1

Hours: 5 hours per week — Wednesdays, 13:00–18:00

Session/contact time: 15:00–17:00

Programme dates: Two 12-week programmes running September–November 2026 and January–March 2027

Contract and rate: Freelance, £23.25 per hour

About the role

Key Changes is recruiting a Session Facilitator to deliver its Music Events Skills Bootcamp for people supported by North London forensic mental health services.

Participants may be living with severe and enduring mental health difficulties alongside complex and intersecting challenges. These can include trauma, poverty, racism and discrimination, neurodivergence, substance misuse, insecure housing, social isolation and involvement in the criminal justice system. Some participants may also be subject to licence conditions, Ministry of Justice restrictions or other risk-management arrangements.

The programme is designed to provide a safe, structured and realistic route into work-based activity. Participants may have had limited access to employment, education or meaningful opportunities and may need support to rebuild confidence, routine, trust and workplace skills at an appropriate pace.

The Bootcamp gives participants paid, practical experience of planning, promoting and delivering a live Open Mic event. Participants will also work towards the Open Awards Level 1 Award in Employability and Professional Development.

The facilitator will work 5 hours per week on Wednesday afternoons, from 13:00–18:00. Participant session/contact time will normally run from 15:00–17:00, with the remaining time used for preparation, planning, set-up, pack-down, assessment, recording progress, briefings and other programme-related duties.

The facilitator will follow an established programme of session plans and activities, creating a structured, supportive and trauma-informed learning environment. They will help participants build confidence, communication, teamwork and employability

Key Changes: Positive Mental Health Through Music Ltd.

Green Fish Resource Centre, 46-50 Oldham Street, Manchester M4 1LE

Tel: 0330 174 1989 E: info@keychanges.org.uk

www.keychanges.org.uk

Registered Charity No: 1103774 Company No: 4641867



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skills, while assessing progress and supporting completion of the accredited qualification.

Sessions will take place in a rehearsal room equipped with a basic PA system. Core session plans and learning materials will be provided by Key Changes.

Main responsibilities

- Follow and deliver the provided weekly session plans, supporting participants to develop practical skills in event planning, branding, promotion, budgeting, health and safety, teamwork and live event production.
- Facilitate sessions using the learning materials and activities supplied by Key Changes.
- Support participants to understand and practise roles including front of house, publicity, promotion, sound, stage hosting, performance and audience engagement.
- Lead practical rehearsals of the Open Mic event, including arrival, set-up, performance flow and pack-down.
- Adapt delivery to participants' confidence, wellbeing, communication needs, learning needs and individual risk considerations.
- Maintain clear professional boundaries and respond calmly and appropriately to changes in presentation, behaviour or wellbeing.
- Assess and record participant progress using Key Changes' in-house evaluation tools.
- Support participants to complete evidence for the accredited qualification, including practical tasks, reflective work, presentations and professional discussions.
- Maintain attendance records and complete brief session and progress reports.
- Work with the Internal Verifier and the Service and Operations Management Team to ensure qualification evidence and assessment requirements are completed appropriately.
- Take part in staff briefings, check-ins, handovers and programme reviews.
- Follow Key Changes policies and procedures, including safeguarding, confidentiality, risk management, health and safety and incident reporting.

Person specification

Essential

- Experience of facilitating group workshops, training or employment-related activities.



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- Good knowledge of music events, live performance or the wider music industry.
- Strong communication, organisation and group-management skills.
- Ability to follow structured session plans and explain tasks clearly.
- Ability to support people with different confidence levels, communication needs, learning needs and abilities.
- A calm, reliable, flexible and professional approach.
- Understanding of trauma-informed practice, professional boundaries, safeguarding, confidentiality and risk.
- Awareness of the complex and intersecting challenges that may affect people supported by forensic mental health services.
- Ability to assess progress and maintain clear, accurate records.
- Ability to work collaboratively with Key Changes staff, music industry professionals and clinical teams.
- Willingness to support accredited learning and complete relevant assessment documentation.
- Enhanced DBS clearance, or willingness to complete the required checks.

Desirable

- Experience of planning or delivering live music events.
- Experience of supporting people with severe mental health difficulties or people involved in forensic mental health or criminal justice services.
- Teaching, training, assessment or mentoring experience.
- Knowledge of employability qualifications or portfolio-based assessment.
- Lived experience relevant to the programme.

Support provided

The Session Facilitator will receive:

- Core session plans and learning materials.
- Guidance on Key Changes' in-house evaluation processes.
- Support with the accredited qualification from an Internal Verifier.
- Ongoing support from the Service and Operations Management Team.
- Briefings, handovers and programme review support.
- Relevant induction, safeguarding and organisational training.

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About Key Changes

Key Changes: Positive Mental Health Through Music is a registered charity providing trauma-informed music mentoring programmes for young people and adults experiencing mental health challenges.

We work in psychiatric hospitals, professional recording studios, community venues and online. Our programmes use adapted music industry practice to help participants express themselves, develop creative and vocational skills, build confidence, improve wellbeing and strengthen social connection.

Support is delivered by specially trained professional music producers, artists, managers and industry experts. Participants can access songwriting, recording, performance, artist development, peer support and wellbeing activities, with progression into volunteering, work experience and employment pathways.

We specialise in supporting communities most affected by mental health inequalities and social injustice. Our purpose is to harness the power of music to promote recovery, challenge stigma and discrimination, reduce barriers to opportunity and enable people to build more connected, fulfilling and independent lives.

How to apply

Email your CV and a covering letter of no more than 100 words explaining your interest and how you meet the Person Specification to jobs@keychanges.org.uk

Please note: We're unable to respond to phone or email enquiries about this opportunity. If you haven't heard from us within 14 days, unfortunately your application has not been successful on this occasion.

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