



## RECRUITMENT PACK

### | INTERNSHIP - Learning, Outreach & Engagement Coordinator |

Full Time 1 year – Hybrid Working

Creative Producers | Talent Development | Music Education | Consultancy

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**Tomorrow's Warriors is a pioneering talent development organisation, creative producer, learning and training provider, charity and consultancy specialising in jazz.** Founded in 1991 by The Queen's Medal for Music recipient Gary Crosby OBE and Janine Irons MBE, Tomorrow's Warriors supports aspiring artists from diverse backgrounds to discover their magic and achieve creative ambitions.

Over 30 years, through development, outreach and recruitment, the organisation has directly impacted over 10,000 young people aged 11-25 outside of traditional formal education. Our pioneering Talent Development Programme primarily supports the early careers of young artists from black and ethnically diverse backgrounds, female musicians and those facing socio-economic barriers to pursuing a career in the music industry. Tomorrow's Warriors is pivotal in elevating UK jazz, valued by its alumni and respected by funding partners for the impact delivered through its pipeline for outstanding, diverse talent.

Over more than three decades, Tomorrow's Warriors has proved a crucial development platform for many of the artists now tearing up international jazz stages – Moses Boyd, Nubya Garcia, Cassie Kinoshi, Sheila Maurice-Grey and Néríja, Femi Koleoso and EZRA Collective, Binker Golding, Shabaka Hutchings and Sons of Kemet, ESKA, Denys Baptiste, Soweto Kinch, Zara McFarlane, CHERISE and so many more. With a dedicated space to host our Learning Programme at Southbank Centre, Tomorrow's Warriors is proud to be a National Portfolio Organisation of Arts Council England and a PRS Foundation Talent Development Partner.

We are home to Nu Civilisation Orchestra – the leading professional UK orchestra born out of Tomorrow's Warriors and known for its quality music, exciting cross-artform collaborations, and artistic integrity.

As a creative producer we are acclaimed for producing critically acclaimed artistic projects and national/international tours, taking Warriors to major stages and festivals in every corner of the globe and helping to launch, develop and enhance the professional careers of innumerable UK jazz artists.

In 2021, we celebrated our 30-year legacy and future focus on the next generation of UK jazz talent by reopening our live events programme of concerts, tours and outreach; announcing exciting new partnerships; and laying firm foundations for Tomorrow's Warriors to grow and thrive for the next 30 years.

We're looking for passionate, committed people to join us and be part of a diverse, innovative, ambitious organisation that is determined to effect positive, lasting change in jazz and the wider music industry.

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*We need everyone to be represented. When you see yourself as a young person in someone else, that's a power. And that's what TW brings to the table.* **Femi Koleoso, Artist, Leader of EZRA Collective, & TW Alumnus**

*Tomorrow's Warriors was the first place where I felt I had a place as a woman in jazz, and, crucially, as a black woman in jazz.* **Nubya Garcia, Artist & TW Alumna**

*"Tomorrow's Warriors continues to inspire and develop the musical soul of a new generation. Keep supporting!"* **Gilles Peterson, DJ & Broadcaster**

*"This a cultural giant, a music making dream team, with generosity at their heart."* **Cerys Matthews, Artist & Broadcaster**

*"An unbelievable experience. If you get the chance to see this, do not miss it!"* **The Arts Desk (on Nu Civilisation Orchestra)**

## ROLE DESCRIPTION

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<b>Role:</b>	<b>INTERNSHIP - Learning, Outreach &amp; Engagement Coordinator</b>
<b>Reports to:</b>	Head of Learning, Outreach & Engagement
<b>Terms:</b>	Full-time (5 days/wk), 1 year, hybrid working, occasional evening/weekend working is a requirement of the role
<b>Salary:</b>	<b>£28,860 + pension</b>
<b>Paid Annual Leave:</b>	25 days + UK public holidays
<b>IFSTL:</b>	Interest-free season ticket loan if required
<b>Start date:</b>	<b>March 2026</b>

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### **Purpose of the role**

Working closely with the Head of Learning, Outreach and Engagement (LOE), the LOE Producer, Head of Special Projects and Artistic Director, the internship role of LOE Coordinator, supported by the [Jack Petchey Foundation Internship Programme](#), contributes to operations across TW's core Learn & Train programmes as part of our resident partnership at the Southbank Centre, our Summer Runnings programme, our flagship performance ensembles – Junior Band, Youth Ensemble, Frontline, and TW Big Band – and our extensive schools' outreach programme.

Last year through our residency at the Southbank Centre and national outreach, Tomorrow's Warriors delivered more than 550+ workshops, facilitating over 5,000 learning opportunities for young people, and created 132 performance opportunities for our Emerging Artist Programme and Talent Development Showcases.

### **Key external contacts**

Young people and parents  
Artists, alumni and their representatives  
Music leaders  
Funders, donors, volunteers  
Industry professionals and umbrella organisations  
Promoters and venues  
Media contacts

## **Key Responsibilities**

### **Programme**

- Coordinate logistics towards the delivery of TW's weekly Young Artist Development Programmes, Community Engagement and Schools' Outreach Projects.
- Liaise with the Music Leader Faculty in respect of availability, invoices, scheduling, travel, artistic delivery, programme logistics and feedback.
- Collaborating with the broader team, coordinate the delivery of quality public performances, sharings, and other events for our development ensembles.
- Prepare schedules, project outlines and call sheets as required.
- Coordinate and attend TW activities and support artists, students and crew to ensure the smooth and professional delivery of activities.

### **Young People**

Within the LOE team:

- Play a central part in coordinating the Schools Outreach programme from planning through to workshop delivery, student engagement in workshops, data monitoring and evaluation.
- Identify and support progression for students by identifying pathways and opportunities to journey through our core programme.
- As part of a small team, act as a point of contact for young people enrolled on TW's programmes, liaising with their families as necessary to ensure they have up-to-date information about opportunities, events and activities.

### **Partnerships**

- Research and identify potentially beneficial networks or opportunities.
- Support development and maintaining collaborative relationships with new and existing partners to widen participation and foster relationships which enhance the LOE programme.
- Correspond orally and in writing with internal and external contacts in a clear, professional manner.

### **Reporting, Marketing, and Communications**

Work with the LOE Team and Marketing and Communication Manager to capture and amplify stories and voices of TW participants, including:

- Providing relevant analytics and data for reporting on LOE activity.
- Developing engaging LOE content for social media platforms.
- Assisting in the creation of video, photo and media content, including attending events to produce live social media content.
- Interacting with young people and families to respond to inquiries and comments.
- Supporting the production and distribution of marketing materials and merchandise.
- Contributing to Marcomms meetings and collaborative planning.

### **Fundraising and Reporting**

Work with the wider team in contributing to:

- Funding applications and reports where required.
- Developing budgets for proposed activities and tracking expenditure.

- Collecting accurate monitoring, participation, and evaluation data and supporting the Head of LOE, and LOE Producer by contributing to regular reporting for management and funders.

### **Other Projects**

- Take a central role on designated projects as agreed with the Head of LOE.
- Undertake research to support the development of special projects.
- Work with the Head of LOE, LOE Producer, Head of Special Projects and Artistic Director support the creative development, design and delivery of special projects.

### **General Responsibilities**

- Attend and contribute to regular team meetings and briefings.
- Keep all administrative systems up to date to ensure accurate and timely reporting of all relevant activity.
- Act in a professional manner and uphold Tomorrow's Warriors' Code of Conduct.
- Follow and promote safe systems of work and observe health and safety regulations.
- Keep up to date with sector developments through networking and continuous professional development.
- Any other duties that may be required by Management to ensure the smooth running of the organisation.

The role and activities may vary and evolve over time to meet business needs.

## **PERSON SPECIFICATION**

A confident and clear-headed team player who thrives in a fast-paced setting, brings strong people skills, and approaches work with flexibility and initiative.

### **ESSENTIAL**

#### **Education & Qualifications**

- Excellent levels of literacy and numeracy.

#### **Skills & Abilities**

- Ability to manage and prioritise multiple projects, relationships and deadlines in a fast-paced and demanding creative environment.
- Ability to think proactively, creatively, innovatively and resourcefully.
- Excellent administrative, organisational, planning and record keeping skills with strong attention to detail.
- Excellent English oral and written communication skills with a confident telephone and face-to-face manner.
- Excellent interpersonal skills with the ability to show empathy, tact and diplomacy and in particular an ability to connect with young people.
- Ability to work collaboratively, maximising the skills, experience and support of colleagues wherever appropriate.
- Ability to build positive internal and external relationships.

- IT literate with good knowledge of Microsoft Office 365 and competency in using CRM databases and spreadsheets to record and collate personal/production/financial and other data.

## **DESIRABLE**

- Some knowledge of safeguarding and health and safety requirements in relation to learning and performance settings.
- Some knowledge of GDPR and data protection-related issues in relation to the work undertaken in this role.
- Experience of working in a music industry/creative arts organisation.
- Passion for music, especially jazz, and enthusiasm for the arts generally.

## **Personal Attributes**

- An understanding of, and commitment to TW's mission, vision, values and approach.
- A commitment to diversity and equality.
- High level of personal integrity and commitment.
- Friendly manner and comfortable being part of a wider team
- A positive, proactive, can-do attitude; adaptable and flexible approach.
- Excellent time management and organisational skills; ability to work under own initiative to manage varied workload and competing deadlines effectively.
- Results oriented and problem-solving approach to work and challenges
- Ability and willingness to work flexibly to achieve Tomorrow's Warriors' objectives and make a difference on behalf of the charity.
- A commitment to own learning and professional development
- The post holder will be required to undertake a Disclosure and Barring Scheme (DBS) check in accordance with TW's Safeguarding Policy.

## **WORKING AT TOMORROW'S WARRIORS**

### **Our Offices**

We are located in recently refurbished self-contained offices in Harrow, NW London. Our nearest station is Harrow & Wealdstone, which has excellent rail links to London Euston (12 mins) and interchanges at Clapham (34 mins), Willesden (16 mins) and Watford (8 mins). The Bakerloo tube line also terminates here.

While the role is based in our Harrow office, the post-holder will be expected to take on London-wide travel to schools, as well as ad-hoc weekend and evening availability in order to support the programme at the Southbank Centre and our young artist platform events across the city and beyond.

### **Our Team**

We celebrate diversity and are proud to employ a diverse, professional, friendly team of arts and music industry professionals with a positive, 'can do' attitude. We work as a team. If any of us is struggling, we reach out a hand to support.

### **Our Trustees**

Our trustees are leading professionals, highly regarded in their respective fields and highly valued by our Team. They are passionate about our cause, share our values and work with us to help us achieve our goals and ensure the sustainability of the organisation.

### **Jack Petchey Foundation**

The LOE Coordinator role is a twelve-month paid Internship starting in March 2026, supported by the Jack Petchey Foundation. The successful candidate must be available to take up the post by Monday 23 March 2026.

As part of this role, the successful candidate will be part of the Jack Petchey Internship Programme with 18 other interns from different youth organisations in London and Essex. This development programme will involve attending a residential launch conference on 16-17 April, four professional development workshops through the year and a celebration event at the end of the programme.

The successful candidate will receive an extra training bursary of £1,000 for approved training and will be matched with a mentor from another organisation to help support their professional development. The Jack Petchey Internship Programme training days and events will take place in person in London, and the successful candidate will be expected to take full part in this programme alongside their role at Tomorrow's Warriors.

### **Employment Term**

This is a one-year fixed term and full-time internship. A probationary period of 6 months will apply.

### **Working Hours**

Our office hours are 10.00am-6.00pm, Monday-Friday with hybrid working. The requirements of the role will see the postholder in a mix of office working, remote working, and on-site delivery (including schools, community and Music Hub buildings, and with our core programme at the Southbank Centre). In a typical week, this is 3 days in the office or on-site, and a maximum of 2 days from home.

Given the nature of the organisation and the role, you will be expected to undertake some additional evening and weekend work.

### **Competitive Business Interests**

During your employment with Tomorrow's Warriors, you may not engage, directly or indirectly, in any activity that competes with the organisation's business interests.

### **Holiday Entitlement**

Annual paid holiday entitlement is 25 days plus UK public holidays, of which five days must be taken during the TW Christmas/New Year shutdown (over and above the public holidays during this period).

### **Pension Scheme**

All eligible members of staff will be automatically enrolled to the Tomorrow's Warriors Pension Scheme in accordance with current legislation. Contributions are currently 8% of basic salary, of which 5% is payable by the member of staff concerned and an additional 3%

provided by Tomorrow's Warriors (further details will be supplied upon commencement of employment). The pension scheme may be subject to change, and staff members may choose to opt out the scheme.

### **Employment Benefits**

We provide up-to-date quality business equipment and software and encourage Continuing Professional Development for members of our team to support personal growth. We also provide tickets to gigs, festivals, conferences and other events.

### **References and Disclosure & Barring Service check**

An offer of employment will be made subject to satisfactory references and an Enhanced DBS disclosure in accordance with our Safeguarding Policy, which will be sought for the successful applicant.

[www.tomorrowswarriors.org](http://www.tomorrowswarriors.org)

[www.nucivilisation.com](http://www.nucivilisation.com)

[www.garycrosbybass.com](http://www.garycrosbybass.com)



## HOW TO APPLY

1. Download and complete an **Application Form** – there are two options:
  - **TW-Job Application Form 0422** – our regular application form; or
  - **TW-Job Application Form 0422 with CV** – a slightly shorter form for submission with a CV, saving you the task of copying and pasting your education/employment history into the application.

Both forms require you to complete a **supporting statement** telling us why you would like to take up this role and how you meet the person specification (max 400 words). All other sections on the forms must be completed.

2. Download and complete an **Equal Opportunities Monitoring Form**.
3. Email your **completed forms (and CV if submitting)** to: Sian Lord-Baptiste at [JoinTheTeam@tomorrowwarriors.org](mailto:JoinTheTeam@tomorrowwarriors.org)

***NB: CVs submitted without an application form will not be considered.***

Alternatively, send the required documents by **post** to:

Sian Lord-Baptiste  
Chief Operating Officer  
Tomorrow's Warriors  
1<sup>st</sup> Floor, 73 Canning Road  
Harrow HA3 7SP

## RECRUITMENT TIMETABLE

- Closing date for applications is 5pm on **Wednesday 4 February 2026**.
- 1<sup>st</sup> interviews will be held **via Zoom** on **Monday 16 February and Tuesday 17 February 2026**.
- 2<sup>nd</sup> interviews will be held **in person** at our office in Harrow on **Tuesday 24 February 2026**.
- We require the successful candidate to be in post by **Monday 23 March 2026**, mindful of course of any required notice to your current employer (if relevant)
- Tomorrow's Warriors is committed to maintaining a diverse workforce and to ensuring equality of opportunity in recruitment and employment. We welcome applications from candidates from all backgrounds and encourage those from underrepresented groups to apply. All applications will be considered on merit.

*Good luck!*