



Admissions & Programmes Co-ordinator

Application Pack

Play your part at the National Youth Orchestra

The National Youth Orchestra is the UK's leading organisation championing orchestral music as a powerful agent for teenage development. We are a welcoming community where every teenager can play their part in shaping their world through extraordinary music.

It's the greatest adventure a teenager can have in orchestral music where young people develop much more than musical skills.

Every year we welcome over 10,000 teenagers of all backgrounds and different levels of musical ability into a national community to play and share orchestral music. At the centre of the organisation, our Orchestra, known as NYO, is acclaimed internationally as 'the world's greatest orchestra of teenagers' for their dazzling performances. Each NYO musician also plays their part as a leader and role model, sharing music and skills through NYO Inspire and our wider engagement programme.

With music education all but disappearing in state schools, the free programmes provided by NYO are needed more than ever – to ensure all teenagers have the opportunity to develop their confidence and skills for life through sharing and playing music together. Joining the NYO community, they open up to new friends and possibilities. Stepping out to perform, they rise to new challenges. Sharing their passion with other young people, they learn to inspire and lead.

The role

To co-ordinate musician recruitment, auditions and related programme administration across NYO's activity, ensuring young people, families and colleagues experience clear, efficient and well-organised processes.

This role is centred on the annual recruitment and audition process for young musicians. The postholder will also support programme administration more broadly, including helping to prepare projects and providing on-site support on residencies.

This role will suit someone who is highly organised, participant-focused and confident handling detail, and who enjoys helping complex projects run smoothly in youth-centred and live delivery environments.

Working at NYO

At the National Youth Orchestra, you'll work as part of a supportive, friendly and adventurous staff team. Learning and personal growth are intrinsic to every role.

Our offices near Holborn in central London are a hive of activity, a space for collaboration and ideas. Hybrid working is standard for most roles, with a flexible and supportive culture. During the year you will be present at NYO projects, concerts and events across the country, sharing music with young people across the UK.

NYO offers a season ticket loan scheme, cycle-to-work scheme, health cash plan, retail and entertainment discounts and a 24/7 counselling and support helpline.

Purpose of the role

The postholder will play a key role in planning and delivering NYO's annual musician recruitment and audition process, supporting young people from application through to audition, selection and onward allocation where relevant. They will help ensure that recruitment processes are clear, inclusive, well-organised and accurately administered, and that participants and families receive timely and professional communication throughout.

Alongside this core recruitment remit, the postholder will support administration across the programmes team. This will include contributing to project preparation, participant administration and on-site delivery on selected projects.

Key relationships:

Internal

- Programmes team
- Fundraising & Communications team
- Finance & Operations team

External

- NYO Orchestra and NYO Inspire musicians and applicants
- Parents and carers
- Audition panellists, tutors, staff and creative leaders involved in recruitment activity
- Venue, storage and instrument contacts

Key responsibilities

Musician recruitment and auditions

- Co-ordinate the planning and delivery of the annual recruitment process for Orchestra musicians, ensuring all stages are well organised and run to schedule.
- Prepare and disseminate recruitment information and resources for applicants, families and colleagues.
- Support the administration of applications, including collating materials, tracking responses and maintaining accurate records.
- Assist with NYO Inspire moderation processes.
- Help plan, manage and deliver digital and in-person auditions, including scheduling, communications, documentation and event logistics.
- Book and liaise with audition venues, staff, tutors and creative leaders to support effective audition activity.

- Manage the invitation and allocation of young people to auditions and support the smooth running of final round assessment activity.
- Support the communication of results and the onboarding of successful musicians, including preparing and chasing agreements, responses, health information and other required documentation.

Participant information and systems

- Ensure participant records and data are accurately maintained in relevant systems, including Salesforce and shared trackers where applicable.
- Support the accurate tracking of musician allocation and progression across projects, and help ensure information is available to colleagues who need it.
- Maintain clear administrative processes and documentation that support recruitment, participant communication and programme delivery.

Programme administration and delivery support

- Provide administrative support across the programmes team as priorities require.
- Support project preparation through participant administration, logistical coordination and accurate record-keeping.
- Attend selected projects and residencies as a Residency Assistant, helping ensure activity runs smoothly and that young people, families, freelancers and colleagues receive effective practical support on site.
- Contribute to the smooth administration of storage facilities and instrument logistics, including supporting records and coordination around instrument storage, use and repair where needed.

Other duties

- Communicate clearly and professionally with young people, parents/carers, colleagues and freelancers, helping ensure a positive experience of NYO at each stage of the recruitment and project journey.
- Work in line with NYO's safeguarding, data protection and other organisational policies and procedures.
- Undertake any other duties reasonably required within the scope of the role.

Person Specification

	Essential	Desirable
Personal attributes		
Strong commitment to NYO's mission and to creating a positive, inclusive experience for young musicians and their families.	✓	
Highly organised and detail-focused, with the ability to manage multiple tasks and deadlines accurately.	✓	
Calm, reliable and professional, with a clear and helpful communication style.	✓	
Flexible and willing to move between detailed administration and practical project support across the year.	✓	
Collaborative and proactive, with a willingness to support colleagues and contribute positively to team delivery.	✓	
Experience (either in employment or as a volunteer).		
Experience of administration in arts, education, youth work, or similar settings	✓	
Experience of working with young people in a music, arts, education or youth setting.	✓	
Experience of working with CRM systems or shared databases		✓
Skills		
Strong administrative and organisational skills, with the ability to prioritise work and maintain accuracy across multiple deadlines.	✓	
Excellent written and verbal communication skills.	✓	
Ability to handle data and documentation carefully and appropriately.	✓	
Good digital confidence, including use of spreadsheets, databases and shared systems.	✓	
Ability to contribute positively to live delivery environments and support colleagues on site when needed.	✓	
Awareness of safeguarding, confidentiality and the importance of safe, inclusive youth-facing practice.	✓	

Terms and conditions

Salary

£28,644 per annum

Contract term

Permanent

Hours

Full-time (35 hours a week)

Annual Leave

27 days plus statutory bank holidays

Place of work

10 Great Turnstile, London, WC1V 7JU

Hybrid working policy applies.

Probationary period

Six months

Notice period

Two months

NYO offers a season ticket loan scheme, cycle-to-work scheme, health cash plan, retail and entertainment discounts and a 24/7 counselling and support helpline.

Most NYO projects take place during school holidays or at weekends and the role is expected to be available to attend selected residential projects. This will include weekend and statutory holiday working, for which a TOIL policy is in place.

Equal Opportunities

NYO is an Equal Opportunities employer. Diversity and inclusion are at the heart of our work, and this extends to our recruitment practices. We want to ensure that no job applicant, employee or participant receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. Individuals will be selected, promoted and treated on the basis of their relevant merits and abilities. All employees are required to comply with and actively promote this policy.

Safeguarding

NYO is committed to safeguarding and protecting the children and young people that we work with. We have a range of policies and procedures in place and aim to be a sector leader in good safeguarding practice. All employees, contractors, trustees and volunteers are committed to practices that establish and maintain an environment in which the welfare of the young person is paramount; ensure that policies and procedures protect young people from harm, and that all concerns and allegations of abuse will be taken seriously and responded to appropriately.

How to apply

To apply for the role, complete the online application form available at <https://www.nyo.org.uk/about/work-with-us>

The deadline for applications is **Monday 27 April 2026** at 10am.

If you have any questions about the role, please contact recruitment@nyo.org.uk.