

**Sound Hub Project Brief and Tender Details**

**Background**

Stanley Sound Hub is part of the registered charity The Activity Den, charity number 1122076. We are based in Stanley, Tanfield Lea, Co. Durham. DH9 9LU. Our website is www.theactivityden.org.uk The Activity Den formed in 2008 is the “mother ship” which houses a variety of children and young people’s provision as well as the Sound Hub music project. We have five part time members of staff. The Activity Den provides the governance, support and safeguarding for all the children and young people’s groups including Sound Hub. Enhanced DBS checks are compulsory for all staff, tutors and volunteers as well as trustees. We sort insurance and policies as well as providing a safe space. E.g. PAT testing for all equipment. Computers, Printing, Admin support, training and funding support. It’s a very cooperative venture supporting children and families on any issues that they face. The home of around 200 children and young people including our Sound Hub. We have a volunteer kite mark awarded to us from Durham Community Action.

Sound Hub was formed in July 2017 when we were offered a £3000 underspend from a Young Bands project run by another organisation that was winding up and County Durham Community Foundation topped this up. It was good to get started as music making in the town had ceased with the demise of the Youth Service and the fact that austerity measures had cascaded through from national to local government, reducing the once thriving youth provision to a vulnerable position.

We initially planned to run for one year but a fantastic bunch of parents supporting their young people had other ideas. Since 2017 we have managed to keep securing funding from national and regional funders alongside efforts by the Activity Den team and Sound Hub project parents. Live gigs at our community venue and raffles alongside other fundraising initiatives topped the funds up and the young people had opportunities to showcase their learning. It has been running every Saturday morning during term times for 7 years now.

We have found that 2-hour sessions on a Saturday morning have proved very popular and these are the core of the work alongside showcase events to give the group something to work towards and help us top up funds. We have also been asked to provide support to community events such as NE Youth’s Project with Pride Awards.

**Project Aims:**

* To keep music making accessible to as many children and young people as possible regardless of the ability to pay.
* To support and develop the musical talent and potential of children and young people who would otherwise not have the opportunity.
* To deliver high quality music-making activity in a place of disadvantage where current provision is patchy or non-existent.
* To maintain a centre of excellence for young people’s music making in the Stanley area. One that is well run, friendly and above all inclusive.

**Project Outcomes:**

* To have increased the musical skills and abilities of all participants.
* To have increased the confidence, self-esteem and social skills of all participants.
* Increased community cohesion with parents, guardians and the wider community recognising the benefits of young people' making music.
* To enable young people to have a voice in Sound Hub decision making and provision for music in the area.

**Sound Hub Tutor Person specification**

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| **Essential** | **Desirable** |
| * Experience of tutoring young people in guitar/drums or both. * Approachable with excellent relationship building and communication skills * Experience of supporting and motivating young people professionally * Excellent team worker with the ability to work collaboratively with Trustees, staff team and volunteers * Ability to adhere to and maintain effective relationships with children and young people, staff, parents, carers and other colleagues within appropriate professional boundaries. * A working knowledge and understanding of safeguarding children and young people *(Level 1 or 2 safeguarding children and young people free online course, The Activity Den can provide info if required)* * Availability to work weekends and within holiday periods for one off events | * Full driving licence with access to a car for work * Professional links which could be utilised to progress the project. * Music/Music tuition related degree qualification or equivalent level. * Experience of playing as part of a band or experience in delivering and coordinating music performances. |

**Sound Hub Tutor Tender details**

**Purpose of Service to be Provided**

* Sound Hub Tutors to attend The Activity Den at the address of Tanfield Lea, Stanley, Co. Durham, DH9 9LU. 10am to 12pm, on a Saturday, to provide music tuition for Sound Hub Project to young people aged 10 - 18 years old.
* Four tutors in total with appropriate level of qualification and experience (rotating with 3 week on and one off)
* Each Sound Hub session will operate with three groups (Drums, Guitar and a beginners/new starters group). \*\*Provided projected session numbers are sufficient, if numbers are extremely low The Activity Den reserves the right to reduce the number of tutors required at weekly session.

**Delivery Timescale**

This Agreement is from **\_\_\_\_\_\_\_\_\_\_2024 to \_\_\_\_\_\_\_\_\_ 2025**. The agreement will cover 39 term time sessions with an additional mutually agreed 8 - 10 hours for additional events such as live performances opportunities throughout the year.

**Responsibilities of Each Party:**

* The Activity Den shall ensure that the building is made available for the use of the Sound Hub project.
* Tutors shall ensure that attendance at The Activity Den is timed sufficiently to include set up and closing of the session.
* Tutors are required to support prospective new members and ensure a welcoming and supportive ethos is evident across the project.
* Tutors will be responsible for the safeguarding of members and report any concerns to The Activity Den. Tutors will require an active level 1 or 2 safeguarding children and young people certificate. Free online course and The Activity Den can provide details if required.
* The Activity Den will provide use of equipment (current equipment drum kit, guitars, keyboards) for use through the Sessions for young people without access to instruments.
* Tutors are responsible for ensuring that the equipment is used safely and respectfully by members and stored correctly.
* Tutors will consult with The Activity Den on matters related to the successful delivery of the project such as equipment requirements, condition and maintenance.

**Payment Terms**

The Activity Den will pay Tutors £25 per hour, on receipt of an invoice at the end of each term, payments will be paid via bank transfer within one calendar month.

**Staffing**

* The Activity Den will be responsible for providing a member of staff on site for the purpose of support and safeguarding.
* The Activity Den will ensure that it provides a safe environment for the project and its participants.

**Insurance**

* The Activity Den will ensure that valid policies of insurance are in place with a reputable insurance company to cover for third party and public liability risks in respect of any claim for death or personal injury suffered by any person during use of The Activity Den’s facilities.
* Tutors with an in date enhanced Disclosure and Barring Service certificates to supply The Activity Den with certification proof prior to the project starting and the Activity Den will retain a copy for their records. The DBS certificate must be dated within the last three years. Tutors without an in date enhanced Disclosure and Barring Service certificate must liaise with The Activity Den to have one completed prior to the project starting.

**The Activity Den**

**August 2024**

To apply please submit a CV and covering letter explaining how you meet the criteria and details of your experience to [katrudd@theactivityden.org.uk](mailto:katrudd@theactivityden.org.uk)