

A man with short dark hair is shown in profile, facing right. He is wearing large black over-ear headphones and speaking into a professional condenser microphone. He is wearing a blue zip-up jacket. The background is a plain, light-colored wall. The overall scene is a recording studio or a professional audio environment.

Lewisham
music

Join our
team

Job Description and Person Specification

Job title	Youth Station Manager (VOLUNTEER)
Work status	4-6 months placement, 8 hours per week
Location	Based at Radio Lewisham, The Fellowship, First Floor, Randlesdown Road, London, SE6 3BT
Contract type	This is a volunteer position
DBS	This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Lewisham Music is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and demonstrate this commitment.
Salary	Unpaid volunteer position. Transport and subsidiary costs reimbursed up to £20 per working week.
Benefits	<ul style="list-style-type: none"> • Six hours of mentoring from a radio industry professional. • Use of professional quality radio studio outside of show recording times. • Continuous industry standard training and support. • Opportunities for development and industry connections. • Access to training opportunities through our partners London Youth, Sound Connections and Music Mark, including mandatory Safeguarding Training. • Opportunity to gain a reference from a credible industry employer. • Access to Creative Futures networking events.
Reports to	Radio Lewisham Learning & Outreach Manager

About Lewisham Music

Who are we?

Lewisham Music is an award-winning youth charity and a Principal Partner in South East London Music Hub. Working alongside local and national partners, we deliver and support a diverse range of musical opportunities in schools and communities across Lewisham.

Our vision and mission

We want every child and young person in Lewisham to experience the power of music through accessible, inclusive programmes that inspire creativity and confidence. We believe music can unlock potential and build happier, healthier communities.

Our values

Young people-centered: We prioritise the needs, abilities, and interests of young people, empowering them to actively shape their own musical journey.

Community-driven: We actively listen to the voices of young people, parents, carers, and communities, ensuring their input shapes the future of our programmes and the charity's direction.

High-quality delivery: We deliver high-quality, authentic learning experiences led by professional musicians and educators, ensuring every interaction is enriching and impactful.

Inclusive and equitable access: We are committed to breaking down barriers to participation, making music education accessible and equitable for all young people, regardless of background or circumstance.

Celebrating diversity: We honour and embrace the rich diversity of our community, respecting the identities, cultures, and unique perspectives of the young people we serve.

Commitment to growth: We are dedicated to ongoing learning and professional development, continuously evolving our offer to remain innovative and relevant.

Sustainability: We strive to ensure that our programmes are financially sustainable and deliver long-term impact. Additionally, we are dedicated to minimising the environmental footprint of our work.

About Radio Lewisham

Radio Lewisham is the borough's first youth-led radio station. Broadcasting live online 24/7 from Lewisham Music's HQ in Bellingham, the station gives young people a voice and platform to explore what matters to them.

Radio Lewisham was the brainchild of former Lewisham Young Mayor, Jentai Gen-One as part of his YM Manifesto. In partnership with the Lewisham Young Mayor's team, Lewisham Music has brought that vision to life, building a studio, training youth broadcasters, and going live, all within just over a year. In that short time, the station has already reached over 3,000 listeners, while training more than 140 local young people in radio skills and production.

Radio Lewisham currently broadcasts 16 weekly shows ranging from specialist music curation and live sessions to politics, gender equality, spoken word and current affairs, all reflecting the diverse identities, interests and experiences of Lewisham's youth. Alongside the shows, Radio Lewisham broadcasts is a monthly playlist created by our young music team, spotlighting emerging local artists alongside global sounds.

Why Radio Lewisham matters:

- It is locally rooted: the station evolves from the lived experiences and concerns of Lewisham's youth.
- It is inclusive: every show is youth-led, bridging musical genres, cultural identities and viewpoints.
- It is participatory: Radio Lewisham's ethos invites young people to get involved, whether with a show, in the music team, or behind the scenes.
- It is sustainable: with backing from the Elizabeth Legacy Fund and support from Lewisham Music and industry professionals, the station invests in infrastructure, mentorship and continuity.

You can watch Radio Lewisham launch video [here](#).

Our work

Please see Appendix A.

Staffing structure

Lewisham Music employs around 70 Music Tutors. Alongside the Chief Executive there are 12 roles within the office team, comprising Coordinators, Producers, Managers, Leaders and Directors.

You can find a staffing structure chart in Appendix B.

South East London Music Hub

Since 2012, Lewisham Music Service (and later Lewisham Music) has received direct funding from the Department for Education (DfE) and Arts Council England (ACE) to serve as the Lead Organisation for Lewisham Music Education Hub. In this role, we have overseen the delivery of the National Plan for Music Education (NPME) across the borough, working in partnership with other organisations.

The new NPME, [*The power of music to change lives*](#), outlined a desire by the DfE to reduce the number of Music Hubs in England from 116 to 43. As of 1st September 2024, Lewisham Music became a Principal Partner in the newly established South East London Music Hub, alongside Bexley Music (part of London South East Academies Trust), Bromley Youth Music Trust, Royal Greenwich Music Service (Royal Borough of Greenwich), Southwark Music (Southwark Council), and Lambeth Music Service (Lambeth Council). The broader hub network will include partner organisations such as Sound Connections, ABRSM (exam board), Trinity Laban, Kinetika Bloco, and many more.

While Lewisham Music remains an independent charity responsible for music provision and partnerships across the borough of Lewisham, it will collaborate with the other Principal Partners to oversee the strategic development of music education across South East London.

Finance

Lewisham Music's annual turnover is £1.1–£1.2 million, comprising a mix of core funding from ACE/DfE, traded income from schools and parents, and other funding. In recent years, we have successfully diversified our income through both restricted and unrestricted funding from trusts, foundations, and corporations, as well as premises hire. This diversification has enabled us to expand our offerings and strengthen our financial resilience, especially as our core Hub Grant funding has decreased in cash terms every year since we became an independent charity in 2017.

Lewisham Music is continuing to operate in a challenging financial climate and this role is a key contributor to the generation of external funding.

Partners

We collaborate with an incredible network of 54 partner organisations each year. This includes local partners like Goldsmiths University of London and The Albany; regional and national partners like London Symphony Orchestra and Young Sounds UK, and referral and community partners like Phoenix Community Housing and Lewisham Virtual School.

You can find out more about our partners [here](#).

Additional reading

We are currently undertaking a significant piece of work to review and refresh all policies and strategy documents as well as other information on the website. However, there is significant additional context about our work on www.lewishammusic.org.

The appendices to this document also include the following:

- Appendix A: Our work
- Appendix B: Staffing structure
- Appendix C: 'A year in numbers'.

Job overview and objectives

The Station Manager is the central role of any radio station. This position comes at an exciting time for Radio Lewisham, having recently upgraded the studio with state-of-the-art broadcasting facilities, launched 16 new shows, and received a London Youth and Music Mark awards. The role will be integral to the effective day-to-day running of the radio station.

The role will work closely with Radio Lewisham's Learning & Outreach Manager to oversee all broadcast related activity at Radio Lewisham. The role will work directly with the Head of Music, Head of Programmes, and all presenters at Radio Lewisham.

The Radio Lewisham Station Manager will be focussed on supporting the on-air side of Radio Lewisham, supporting the technical operations, studio maintenance, presenter management, and scheduling for the station.

Key responsibilities and duties

- Co-ordinating, maintaining and updating the weekly live schedule.
- Archiving broadcast materiel.
- Editing, uploading and scheduling pre-recorded programmes for broadcast.
- Overseeing Station Sound, including commissioning the production of jingles, beds, idents.
- Liaising with presenters, supporting presenters with technical issues/questions and managing last minute schedule changes and absences.
- Keeping the studio tidy and ensuring all studio equipment is properly used and in good working order.
- Managing studio bookings/recording sessions and liaising with the Lewisham Music team for building/staff cover.
- Liaising with music team and ensuring they meet playlist deadlines.
- Supporting the head of music with the monthly playlist uploading and scheduling.
- Technical troubleshooting related to station operations.
- Participating in regular station meetings with all committee members.
- Supporting Radio Lewisham's social media output.
- Supporting live broadcasts.

Person specification

Essential

- Strong project management and production skills, including the ability to consult, plan, and monitor.
- Confidence with basic IT systems and programmes.
- Self-motivated with strong organisational skills and the ability to prioritise in the face of competing demands.
- Strong communication and interpersonal skills.
- Proactive nature.
- People-centred, ability to work with a diverse range of individuals.
- A creative and collaborative nature; someone who is not afraid to offer new ideas and help Radio Lewisham develop.
- The ability to work both independently and as a member of a team, managing their own workload and balancing priorities.
- A passion for inclusive and equitable practice, and a belief in the benefits music and radio can bring to communities and children. A strong commitment to the promotion of equal opportunities, cultural diversity, inclusion, and social justice.

Desirable

- Technical knowledge of radio, podcast or music production equipment.
- Experience of volunteering, working or studying in radio.
- Experience of promotional activity including utilising social media.
- Experience of working or volunteering in community/arts environments.
- A commitment to self-reflection, lifelong learning and your own Continuing Professional Development.

- A growth mindset: a willingness to challenge, be challenged and accept new ideas and ways of working; a proactive individual who is always looking to develop themselves and push Radio Lewisham forwards.

How to apply

To apply, please email a CV and a statement of no more than 500 words about your interest in the position to Learning & Outreach Manager (Radio) Kitty Perrin: kitty.perrin@lewishammusic.org.

Candidates must be over 18 to apply.

Deadline

9am – Monday 8 December 2025.

Interviews

Interviews will be held at Radio Lewisham on Thursday 11 December in-person at Lewisham Music's premises at The Fellowship, SE6 3BT.

Equalities statement

Lewisham Music is committed to cultivating and preserving a culture of diversity and inclusion. We celebrate and value individual differences.

If you have a disability and need assistance, please let us know. We will provide reasonable adjustments to support you throughout the application and interview process.

We are committed to ensuring that our workplace is inclusive, accessible and equitable for everyone.

Safeguarding

This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

Lewisham Music is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will need to meet the requirements of the person specification and will be subject to pre-employment checks including a standard DBS check (enhanced check where appropriate), satisfactory references plus a review of your personal social media and online activity.

Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and The Exceptions Order 1975.

Appendix A: Our work

What we do	We aim to...	We do this by offering...
<p>Learning & skills</p>	<ul style="list-style-type: none"> • Give every child and young person the opportunity to learn and make music • Support young musicians to explore their musicality by providing them with instruments and equipment • Offer young musicians the opportunity to progress their musical journey through opportunities in their community • Give young musicians the opportunity to make music with their peers • Learn about the 'building blocks of music' through musicality and music theory lessons • Provide inspirational performance opportunities for young musicians in venues across the borough and beyond. 	<ul style="list-style-type: none"> • Professional Music Tutors in schools, SEND and alternative provision settings and community spaces • Individual, small group and whole class programmes • A wide variety of instrumental learning, covering everything from violin to clarinet and Djembe • Ensembles, choirs and bands in schools and the community covering a range of styles (rock, jazz, classical, Samba, R&B and more) • Instrument hire • Access to musical resources including e-learning and music production software • Live events, gig and concerts • Vocal/singing tuition • Rap & Lyricism tuition • Music Production programmes • Music Technology and Assistive Music Technology • Professional musical experiences with partner organisations • Access to musical exam opportunities supported by professional accompanists. • Creative holiday programmes like Lewisham Junior Orchestra, Animate Orchestra and Fellowship Music Collective.
<p>Community impact</p>	<ul style="list-style-type: none"> • Prioritise equity of access to help children and young people overcome barriers • Put children and young people's needs, ideas and decisions at the heart of our work • Offer creative spaces where children and young people can 	<ul style="list-style-type: none"> • Bursary programmes to make music education accessible for all families, including partnerships with London Music Fund and Young Sounds UK Connect, and mentoring and family support. • Co-production opportunities • Paid opportunities for Young Producers, allowing them to

	<p>express themselves, socialise and explore through music</p> <ul style="list-style-type: none"> • Support the development and progression of young musicians through support, advice and signposting • Celebrate the history and culture of our community • Use music to promote positive wellbeing and mental health. 	<p>research, advocate and produce content (such as the award-winning podcast Front Line Young Minds)</p> <ul style="list-style-type: none"> • The Music Connector role, offering bespoke information advice and guidance to support families and young musicians in their musical journey • Place-based musical programmes which explore the history of our community • Mental-health programmes such as the award-winning Sonic Minds • Creative music programmes allowing people to create their own music and write songs individually and in groups.
<p>Creative careers</p>	<ul style="list-style-type: none"> • Mentor the next generation of creative professionals • Provide creative industry skills and training • Help young people in Lewisham overcome barriers to the creative industries • Broker access to voluntary and paid experiences in the creative industries • Improve visibility of jobs and other opportunities • Connect young people with inspiring professional role models. 	<ul style="list-style-type: none"> • Creative Futures careers programme, funded by Merchant Taylors' Foundation, including mentoring, workshops and panel events, and work experience opportunities • Podcasting training, equipment and partnership opportunities • Radio Lewisham, in partnership with Lewisham Young Mayor and Bloomsbury Radio • Bringing music industry professionals to talk about their work with local young people.
<p>Sector support</p>	<ul style="list-style-type: none"> • Work in partnership with organisations locally, regionally and nationally to maximise opportunities for young people • Support smaller organisations in the area to build capacity and create opportunities • Ensure a confident and skilled music education workforce in schools and community settings across the borough 	<ul style="list-style-type: none"> • Continuing Professional Development and training for the music education workforce (Lewisham Music staff, school staff, partner organisations, freelancers) • Networking and Peer Learning for school staff • Professional advice, support and consultancy for school music coordinators, Heads of Music and Senior Leadership Teams • Partnership Forums with local organisations

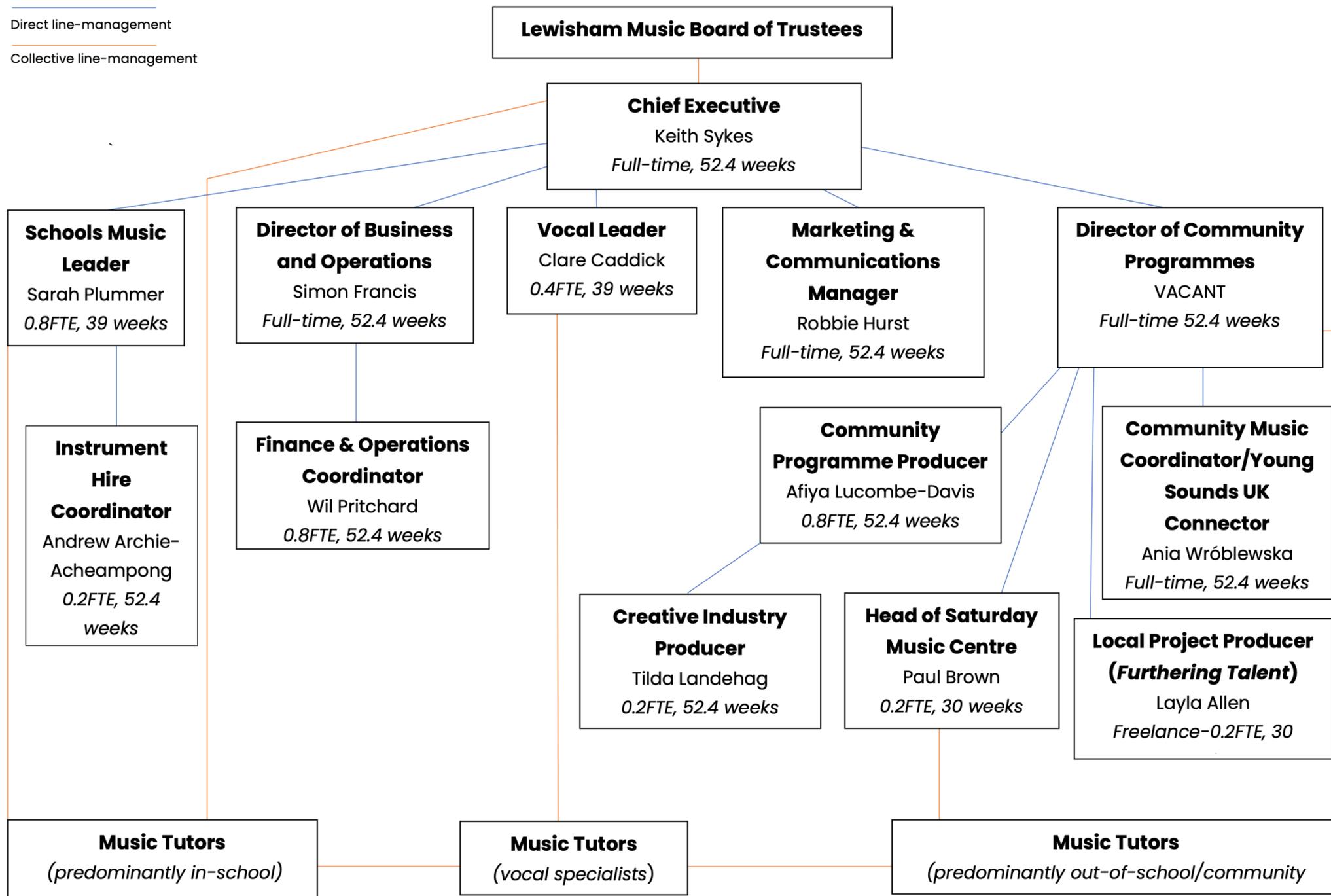
	<ul style="list-style-type: none">• Provide a space for local organisations to work, offer training and engage with the community.	<ul style="list-style-type: none">• Consultancy support for the music education and charity sector• Capacity building for local arts organisations through advice and support• Hire of our premises at The Fellowship to local organisations, artists and schools• Joint fundraising initiatives with partner organisations• Hosting Resource for Autism's Lewisham Autism Hub• Hosting Merchant Taylors' Foundation's Community Investment Manager• Hosting local charity Fairbeats!
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Appendix B: Staffing structure

Direct line-management

Collective line-management



Appendix C: A year in numbers

Lewisham
music

2023-2024

A year in numbers

Children and young people

5500

Worked with over 5500 children and young people on a weekly basis.

Partnerships

Worked with 54 partner organisations.

21 local (including Midi Music, Heart n Soul, and Goldsmiths University); 19 regional and national organisations (including London Philharmonic Orchestra, Royal Albert Hall and Tomorrow's Warriors) and 14 referral and community partners (including Youth First and Lewisham Local).

54

Events

Delivered 24 performances involving around 2700 children and young people.

24

Instruments

Loaned 1750+ instruments to children and young people.

1750+

YOUTH

Sector support

141

110

Delivered or supported 141 hours of Continuing Professional Development.

Trained and supported a music education workforce of 338 music education professionals.

Employed, trained and supported a music education workforce of 66 Music Tutors.

Delivered over 110 hours of creative industry skills training for local young people.

make
music

Schools

Worked with 79 schools (93% of schools in the borough).

Delivered 188 programmes of regular music-making across 49 schools, totalling over 375 hours per week.

Supported 45 schools to develop their singing.

Supported 54 schools with professional advice, support and training.

79

WEEK



375



Awards

Won the 2023 Music Mark Award for Youth Initiative of the Year for our podcast series, Front Line Young Minds.



1

In the community

Provided 35 community music groups, bands, orchestras and choirs for children and young people.

Provided 782 young people with additional subsidised to support their learning progression.

Delivered over 550 hours of free music workshops.

Delivered over 1200 free individual music lessons to low-income families.

Supported 110 children in receipt of free school meals through providing 300 nutritious meals and over 150 hours of activity.

1200



Local economy

Employed 76 people.

Brought in over £1.1 million in funding and income into the local economy.

Delivered 3 major programmes to support 18-30 year olds into the creative industries.

Over 300 hours of paid work for young creatives.



£1.1
million

let's
make
some
music

SEND

Worked with all of Lewisham's special schools.

Delivered 300 hours of tuition in Lewisham special schools, including over 100 hours of 'Open Orchestra' sessions with Greenvale school.

In partnership with Live Music Now worked with 108 special school pupils and 45 special school staff.



300

A woman with dark curly hair is singing into a microphone on a stage. She is wearing a black tank top and patterned shorts. The background is dark with some stage lighting. The text "We look forward to hearing from you soon" is overlaid in white, bold, sans-serif font.

**We look
forward to
hearing from
you soon**