

Forget-me-not Chorus are looking for a friendly, organised and approachable person to support the Llanelli group as 'Session Co-ordinator' at our Wednesday afternoon sessions. Our community choir is made up of people living with dementia, their families and carers.

The role involves the pastoral care and running of the choir sessions, supporting the music leader to ensure that choir members and volunteers feel cared for and supported.

For more information, please read the job description below.

How to apply

Deadline 9.30am Monday 9th March

Interviews Wednesday 18th March

Start date April

Please email the following email to Sarah Teagle sarah@forgetmenotchorus.com

A brief statement Tell us why you want to work with us, what you would bring to the charity and why you are a good fit for the role

CV Including the names and contact details of two referees.

A note on the use of AI: We're keen to hear directly from you, so please complete your application in your own words. This role is all about making connections, clear communication and being comfortable supporting people living with and alongside dementia. Your personal experience, motivation and understanding of working with others matter far more than a polished response.

We are Forget-me-not Chorus, a charity bringing the joy of singing to people living with dementia, and those who support them.

We organise joy-filled singing sessions for people with all forms of dementia, as well as the families, friends and professional staff looking after them. Thousands of people, from millennials to centenarians, participate in our singing sessions every week, pan-Wales and now further afield too.

Led by a team of highly-trained professional musicians, our sessions energise, engage, and empower those with dementia and those who love and care for them. It's so much more than simply singing old songs, or bringing back memories. We commission and perform new pieces that celebrate our choristers and share their experiences with the wider community. It's about creating new memories, enjoying new experiences, and celebrating life in the moment.

We work in community, care home, hospital, and online settings with repertoire spanning three generations. It's free to join (and no referral is required). Our innovative pre-recorded music sessions are currently enjoyed by almost 2,500 subscribers.

If you'd like a chat or want to learn more about this role and our organisation before you apply, please contact Sarah at sarah@forgetmenotchorus.com

forgetmenotchorus.com

Registered charity no.1151812



Who we're looking for

Someone local to Llanelli who enjoys working with people and is able to support our music team to deliver weekly singing sessions on a Wednesday afternoon. We're looking for someone who is able to spread the word of our work in the community and encourage people to join us.

Forget-me-not Chorus in Llanelli - our work so far

Forget-me-not Chorus started working with Hywel Dda Health Board in Prince Phillip Hospital in 2022. We are launching our community service in Llanelli in May 2026.

What's the role like?

You will be the point of contact for all our community choir members in Llanelli.

During a typical session you will be the first to arrive and set up the room as needed. You will welcome participants, making sure they feel comfortable in the space. You will serve the refreshments in the break, supported by volunteers and chat to all participants to make them feel welcome and supported. You will support the music team to ensure they can deliver the session as planned. At the end of the session you will clear up, lock up and complete a session feedback form - noting any issues and good news stories.

During the week you may be asked to send out an email to our participants with updates on sessions. You may also be in contact with potential participants via phone or email to ensure they have all the information they need. This time can be ad hoc, but we do need all enquiries responded to promptly.

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Forget-me-not Chorus is committed to equal opportunities and diversity in its workforce and welcomes applications from all sections of the community.

After applying, all applicants will be sent a survey link to help us gather equal opportunities data, which will inform Forget-me-not Chorus's organisational development regarding its Diversity and Inclusion policy and objectives.

Please let us know if you have any additional access requirements that will help you with your application.

The successful applicant will need to complete an enhanced DBS check.



Llanelli Session Coordinator

Job Description

Role:	Session Coordinator (Llanelli, Carmarthenshire)
Responsible To:	Director (Operations)
Responsible For:	None
Fee:	£66 a week based on a 4 hour session (freelance, termly contract) Additional hourly rate £16.50 p/h for additional engagement as needed.
Hours per week	4: 1.00 -3.45pm Wednesday afternoons plus ad hoc admin time (1 ¼ hour per week). Additional hours may be available for additional engagement work as needed.
Location:	People Speak up: Arts, Health & Wellbeing Hub, Park St, Llanelli SA15 3YE for sessions, admin home based (Llanelli)
Start date:	April, initial freelance termly contract April- August 2026, following successful probationary term, a freelance contract is renewed termly.

Purpose of role:
To present a friendly, positive and enthusiastic nature, whilst providing support service for the Llanelli Forget-me-not Chorus. Including managing the running of the choir session, supporting the music leader to ensure that choir members and volunteers feel cared for and supported.
Main activities:
<ul style="list-style-type: none"> • To manage the running of the choir session– eg setting up, monitoring attendance - keeping a register and contacting participants who have been absent after 2 sessions, communicating dates, serving refreshments. • To communicate with potential new members via phone and email to ensure they have all the information they need to attend a session. • To support the musical team during choir rehearsals • To complete a session feedback form and flag any issues and share good news stories. • To provide pastoral support to participants of the choir. • To manage relationships with the choir participants and respond to all queries from the choir which may be received via email, face to face or phone promptly. • To manage the participants' WhatsApp group. • Participant bereavements - sending a card from the charity to the family, sharing the news with the choristers (via email).

- To support the music team at concerts and events.
- To provide social media content to the team.
- To act as an ambassador for the Llanelli community choir and FMNC, promoting the service in the local area.
- Local engagement: to work on a local level to promote the Llanelli group, encouraging attendance, distributing flyers and making links with other local organisations to work alongside.

Person Specification

Specification	E	D
Skills and Abilities		
Good communication skills, able to respond to queries in a clear and lucid manner	√	
Personable, sociable, with an ability to put people at ease, skilled at engaging with people and adapting own style to suit the needs of others	√	
Warm and caring, interested in others, passionate about people	√	
A positive, can-do person	√	
Skilled at organising events and people, with good administrative skills		√
Knowledge and understanding		
A basic knowledge of Gmail, Word and google drive	√	
An understanding and awareness of the challenges of working with people with dementia or older people.	√	
Experience		
Working with people with dementia/ carers		√
Training/Qualifications		
Educated to A Level standard or equivalent	√	
Other		
Ability to work evenings or weekends where required		√
Ability to speak Welsh		√

An enhanced DBS check will need to be completed prior to starting the role.

Key:

E= *Essential* D= *Desirable*

For further information, please email: sarah@forgetmenotchorus.com or call 07968 169424.