

Job and Person Description

Job Title:	Regional Volunteer Team Leader
Part-time:	Flexible working required. 7 hours per week including some evenings and weekends. The post is home-based with remote working support provided.
Salary	£27,000 FTE equals £5,400 before tax.
Responsible to:	Senior Team Leader /Deputy Director (Education, Voluntary & Safeguarding)

Appointment is subject to satisfactory Enhanced (Disclosure and Barring Service) Disclosure and Confidential Self Declaration

Job Purposes:

- To lead, monitor and support an extant team of local volunteers, ensuring delivery of the RSCM's educational events programme and celebratory gatherings within the Region.
- To promote the RSCM actively in the Region, and increase the volunteer pool by recruitment.
- To foster connections with the Membership of the RSCM at grass roots level.

Key Responsibilities:

- To lead on RSCM's educational mission within the Region by planning and budgeting for the annual events programme in conjunction with, and delegating to, the Regional volunteer panel and wider teams. See flowchart.....
- To chair one meeting per year of the Regional volunteers' panel in person, holding other meetings as necessary using Skype or conference call.
- To deliver an annual conference in your own Region for all volunteers and members, to promote RSCM products, services and news. Materials for this will be provided by the RSCM office.
- To attend the RSCM National Volunteers' conference annually
- To ensure RSCM best practice/policies are followed (GDPR, safeguarding, social media)
- To ensure safer recruitment checks are carried out for volunteers and event leaders/helpers – liaising with the RSCM Safeguarding team. Continue Volunteer retention and recruitment planning, working with the Supervisor and Deputy Director.
- To keep records of meetings and key conversations for the information of the line-management team and ultimately, Council of the RSCM.
- To liaise with neighbouring Regions and staff at the RSCM office in Salisbury

Skills and qualities sought in this person

- Being in sympathy with the Christian faith and respecting the varying traditions of worship
- Understanding the mission, work and ethos of the RSCM
- Awareness of Church Music rather than high personal proficiency, although the latter welcomed if available
- Leadership which shows sensitivity to volunteers and collaborates effectively with staff and RSCM council
- Education to tertiary level, or able to evidence training and experience in relevant areas
- Confidentiality, responsibility and efficiency, along with excellent communication, time-management and interpersonal skills
- Previous experience of managing volunteers, including handling conflict and sensitive issues calmly
- Being IT literate, with competency in MS programs (Word, Excel, Outlook) and Social Media
- Evidence of successful project management, preferably within the voluntary sector
- Understanding of church and church structures

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Volunteer Team Leader Line-Management

