

Job and Person Description

Job Title:	Volunteer Team Leader for Scotland
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:	RSCM Deputy Director (Education, Voluntary & Safeguarding)

Appointment is subject to satisfactory PVG clearance 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 Scotland, 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 in Scotland by planning and budgeting for the annual events programme in conjunction with, and delegating to, the volunteer panel and wider teams.
- To chair one meeting per year of the Scottish volunteers' panel in person, holding other meetings as necessary using Skype or conference call.
- To deliver an annual conference in Scotland for all volunteers and members, to promote RSCM products, services and news. Materials for this will be provided by the RSCM office.
- 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. To join the pool of PVG-checkers.
- Continue Volunteer retention and recruitment planning, working with the RSCM Office-based Staff.
- 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 other Volunteer Team Leaders 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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