

JOB TITLE	Project Manager: Hymnpact!®
APPOINTMENT	1.0 FTE – Fixed Term for 2.5 Years
SALARY	£30k - £32k FTE
LOCATION	Flexible: Working from home, or Salisbury (RSCM Office) if preferred. Occasional travel to other locations around England (initially particularly within the diocese of St. Albans).
HOURS	Standard Office hours are 9am to 5pm (35 hours pw) however, flexibility will be desirable for this role and occasional evening work may be required. 4 days a week may be considered for the appropriate candidate.
REPORTS TO	RSCM Deputy Director, Education and Mission Delivery

BACKGROUND

Hymnpact!® is an exciting new project providing high quality, flexible hymn resources to schools and churches in a fresh approach to Christian music. Hymnpact! offers a positive and practical solution for bridging the gap between traditional church music and the styles of music most children encounter in school today, offering children a pathway into spiritual development and the worshipping community through singing.

This new role is focused on delivering Phase 2 of the project: the development of the "School to Church Pathway" to create and test a pragmatic approach for churches to use Hymnpact! to grow the discipleship of children and their families or carers.

Role Objective: To manage the Hymnpact! Project ensuring the successful development, pilot testing and delivery of Phase 2.

Day to day responsibilities will include:

- Overall Project Management including detailed development of project approach, tasks, timeline and budget
- Building relationships and managing key contacts at senior level in dioceses and Diocesan Boards of Education
- Organising and facilitating workshops to gather information and co-develop approaches
- Designing systems to record feedback/ take-up /impact data (in line with external requirements)
- Analysing feedback/ take-up /impact data to identify and implement improvements
- Agreeing/organising contracts
- Line managing the part-time project administrator
- Managing the output/workflow with "Let's Go Sing" our music provider.
- Recruiting and liaising with project outreach workers
- Preparing agendas and reports for progress updates
- Agreeing and executing a marketing plan with RSCM Marketing Officer

PERSON SPECIFICATION: SKILLS, EXPERIENCE AND COMPETENCIES

You have:

- A talent for programme management
- Experience of developing impact monitoring systems
- Confidence to develop and cultivate relationships with high level stakeholders
- Ability to work flexibly as part of a small team
- Ability to work under pressure and prioritise to a high level
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Excellent organisational skills
- Excellent IT skills
- Ability to think creatively
- Experience of facilitation, negotiation and creative problem solving
- Experience of strategic planning and implementation

You are:

- Enthusiastic and ambitious
- Committed to learning, open to feedback, flexible
- Open and communicative
- Committed to quality, from yourself and others
- Supportive and positive
- Committed to continuous improvement

You can:

- Demonstrate effective management of relationships
- Build successful partnerships
- Deliver and manage effective projects
- Demonstrate high standards of self-management (e.g. time, communication, managing others, teamwork, IT, finance)
- Show some sector-wide knowledge: music education and education (desirable)

Appointment is subject to references and satisfactory completion of the RSCM's Confidential Self-Declaration Form and Enhanced DBS check. Church of England C0 Safeguarding training to be completed once in post.

The Royal School of Church Music is an international educational charity devoted to the flourishing of church music, and is the official music agency of the Church of England.