



## Role description and person specification

<b>Role Title:</b>	<b>Emerging Leader</b>
<b>Type of activity:</b>	Residential, under 18s
<b>Responsible to:</b>	Deputy Director (Education and Mission Delivery)
<b>Primary contact:</b>	Education Administration Manager
<b>Role purpose:</b>	To develop the post-holder's skills as a choral leader
<b>Appointment process:</b>	Submission of application form, including provision of referees; a video recording and online interview with members of the Education Team
<b>Role subject to:</b>	Enhanced DBS disclosure; Self Declaration; completion of an RSCM-approved online safeguarding course; acceptance of the Code of Conduct

Being an Emerging Leader is an opportunity for aspiring choral directors to develop their conducting, rehearsing and wider musical skills in a supportive and encouraging environment. Emerging Leaders will be mentored by experienced choral directors and be given opportunities to lead rehearsals and workshops tailored to their ability and experience.

### General responsibilities

- To ensure that you are fully conversant and compliant with the RSCM's safeguarding policy and procedures and implement them in the arrangements you make.
- To ensure that all documentation related to the course is stored securely, according to guidelines supplied by the RSCM. Ensure all confidential material you are given is treated as such and destroyed securely at the end of the course.
- To respond within a reasonable period of time to communication from the RSCM and other course staff, and to give warning of any unavailability to do so at particular times.
- To uphold the good reputation of the RSCM in all communications and public contact, including on social media, bringing any concerns to RSCM Education for action.
- To report to RSCM Education any student who you think would benefit from further study, and in particular for 1:1 lessons. RSCM Education will consult with parents of under-18s about this. It is not permitted for course staff to accept private pupils from among the students on RSCM courses, unless invited so to do by RSCM Education.

## **Role specific responsibilities**

### *Musical*

- to attend rehearsals and other activities as timetabled, observing the work of senior staff and offering input as required
- to sing during rehearsals and services as required
- to prepare and lead portions of rehearsals, services and workshops, as directed by senior staff, and as appropriate to your own experience and stage of development
- to be a vocal leader and behavioural role model, setting an example of high standards of kindness, professionalism and responsibility
- to prepare the repertoire before the start of the course

### *Pastoral/recreational*

- to take a share in being a 'second adult' in rehearsals, lessons and performances
- to support the recreational and pastoral aspects of the timetable as required

## **Person specification**

Someone in this role must:

### *Knowledge/skills*

- be an experienced choral singer, who has passed RSCM Gold Award, ABRSM Grade 8 or similar, with experience of high standard liturgical singing in church/chapel choirs
- have a high level of musical literacy and some basic conducting experience
- have previous experience of residential choral courses, either as a participant or member of staff
- have an instinctive understanding of the basics of safeguarding, and matters relating to health and safety, and an appreciation of their importance
- be able to tell the difference between an urgent issue requiring immediate action and something that can wait until the next break or lull in activity
- understand the limitations of their role, and be able to judge when a question or issue must be escalated

Keyboard skills would be desirable.

### *Personal qualities*

- be a team player, who is willing to work collaboratively and flexibly to deliver a high-quality, safe and enjoyable course
- be able to work with a wide variety of staff with differing experience and skills
- be mature, responsible, highly organised and aware of the opportunities and challenges involved in working with children and teenagers, and the importance of keeping everyone safe and happy
- be willing to accept musical and pastoral direction from senior members of staff

- be committed both to their own musical development, and to that of the singers with whom they are working
- be able to sustain the work within a busy and complex timetable for the duration of the course, self-managing adequate rest when free within the course
- be in sympathy with the aims and ethos of the RSCM. The RSCM is an educational charity committed to promoting the study, practice and improvement of music in Christian worship.

**The RSCM will provide:**

- online training prior to the course (attendance is a condition of the role)
- a set of repertoire (on loan) to enable preparation before the course
- detailed information and instructions prior to the course, and the opportunity to discuss any queries or concerns
- support by phone and email during the course, including a number available 24/7 to report any safeguarding concerns not already addressed
- appropriate opportunities for rest and relaxation built into the timetable
- the opportunity to feed back after the course
- a detailed personal report and ongoing support from the RSCM team for the following academic year