

RSCM Courses and Hire Library Co-ordinator Volunteer Role Guide

RSCM works to positively promote the importance of effective safeguarding, holding to the Christian belief of valuing each person as someone who bears the image of God and is loved equally by God, and therefore should be protected from harm.

Appointed by: Paul Hedley, Deputy Director (Finance; Operations)

Reports to: Paul Hedley, Deputy Director (Finance; Operations)

Location: RSCM Music Shop, Norwich Books and Music, Norwich

Purpose of the role: to manage the RSCM Courses and Hire Library

Key tasks

- Cataloguing and organising stock
- Maintaining stock records
- Managing hire requests
- Liaising with Music Shop over the sending out and receiving of stock
- Liaison with accounts department and Matthew Wright of RSCM Music Shop

We are looking for people who have the following skills and attributes

- An interest in some of these areas: Church music, choral music, choir singing, or organ music.
- Some knowledge of choral and church music composers and repertoire.
- Comfortable with the use of computers and IT systems

RSCM will provide

- Relevant training.

Subject to

- Completion of RSCM Safer Recruitment Process including:
 - RSCM Standard Confidential Self Declaration.
 - Completion of an RSCM-approved online safeguarding course.
- Accepting the terms and conditions of the Volunteer Agreement.