

JOB TITLE	Project Manager: Hymnpact!®
APPOINTMENT	1.0 FTE – Fixed Term for 2.5 Years
SALARY	£30k - £32k FTE
LOCATION	Flexible: Working from home and / or Salisbury (RSCM Office) with travel to other locations around England (particularly within the diocese of St. Alban's)
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

The Royal School of Church Music is the internationally renowned educational charity devoted to the flourishing of ecclesiastical music. We support church music and musicians of the present, building on this country's great sacred music heritage to create and build a bright future for discipleship through music in worship for all. We are the official music agency of the Church of England.

Hymnpact! is an exciting new project from the RSCM which aims to provide new, 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 the spiritual development and worshipping community which can be accessed and nurtured through singing.

Phase 2 of this project is specifically focused on the development of the "School to Church Pathway" with the explicit aim of creating and testing a pragmatic approach for parishes 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, the "School to Church Pathway".

Day to day responsibilities will include (but are not limited to):

- Overall Project Management including detailed development of project approach, tasks, timeline and budget
- Building relationships and managing contacts with senior staff in church structures/CMD/clergy training providers/diocesan connections/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 administrator
- Managing the output/workflow with “Let’s Go Sing” our music provider.
- Recruiting and liaising with ‘RSCM’ outreach workers – both for clergy and for schools
- Preparing agendas and reports for progress updates to Steering Committee and Church House
- Agreeing ongoing marketing plan with Marketing Officer
- Collating any relevant marketing material/testimonials/PR materials as appropriate – with support of Administrator.

PERSON SPECIFICATION: SKILLS AND EXPERIENCE

Experience of programme management

Experience of developing impact monitoring systems

Experience of developing and cultivating 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

A Christian, in empathy with the mission of the RSCM.

PERSONAL QUALITIES

Enthusiastic and ambitious

Strong interpersonal skills

High expectations of self

Committed to learning, open to feedback, flexible

Open communication style

Supportive, positive

Commitment to quality.

COMPETENCIES

Demonstrate effective management of relationships to achieve successful partnerships.

Deliver and manage effective projects.

Demonstrate high standards of self-management, in terms of time, communication, managing others, teamwork, IT, finance.

Demonstrate sector-wide knowledge: music education and education, and use that to advantage (desirable).

Show a consistent culture of self-improvement, and work creatively to deliver Hymnpact!

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.