

JOB TITLE:	Courses and Choirs Administrator
HOURS/LOCATION:	17.5 hours per week (0.5FTE); office working in Salisbury, or remote/hybrid by agreement.
SALARY:	£22.5k FTE
REPORTS TO:	Education Administration Manager

THE ROLE

Role purpose: To administrate RSCM choral courses and facilitate the activities of RSCM choirs.

This is an exciting opportunity to join the RSCM's Education Team as it supports, nurtures and trains church musicians at all levels. Courses and choirs are a long-standing, core element of our work with children and young people and adult choral singers and the successful candidate will be a key part of the next stage of their development.

The successful candidate will be expected to act as 'on-site' administrator for some residential courses and events, particularly during school holidays. Appropriate time off in lieu will be given.

Key Tasks

- Research and book venues and accommodation and liaise with providers as required.
- Book sessional staff for courses and choir events, according to RSCM Safer Recruitment procedures, and liaise with HR and Safeguarding colleagues to ensure necessary checks and training are completed.
- Work with Course and Choir Directors to plan the programme and make any necessary arrangements.
- Communicate with participants, parents, staff and other stakeholders to ensure information is shared effectively and in a timely manner.
- Arrange the acquisition of music copies or the production of music booklets.
- Work with Marketing colleagues to ensure that courses and choir events are effectively advertised.
- Act as 'on-site' administrator for some residential courses and events, by agreement.
- Co-ordinate the work of individual project administrators (e.g. Voices Choirs administrators).
- Contribute to budgeting discussions and work within an agreed budget.
- Complete additional tasks within the overall scope of the role, as required to support the wider team.

Person Specification

Essential

- Experience of administrating or managing projects in a choral music context.
- Experience of using MS Word, Excel and Outlook.

- Excellent written English and attention to detail.
- Knowledge of basic Safeguarding principles and willingness to learn and adhere to policy.
- Able to juggle competing priorities effectively and meet deadlines.
- Able to work under own initiative and be proactive in identifying tasks that require action.
- Able to adapt to changing demands and work efficiently under pressure.
- Able to build positive working relationships with colleagues.
- Able to communicate effectively and appropriately by phone and email, with a range of stakeholders.
- Able to work independently and effectively from home (if required).
- Have a positive attitude to work and be able to communicate the RSCM's key messages with understanding and enthusiasm.
- Able to work flexibly as part of a small team.
- Willing and able to act as on-site administrator for residential courses and events.
- In sympathy with the mission, aims and ethos of the RSCM.

Desirable

- Experience of and interest in sacred choral music and liturgy.
- Experience of co-ordinating the work of other people.
- Experience of using other MS365 applications, including Teams and Forms.
- Experience of managing a budget.
- Experience of creating basic flyers and marketing materials.
- Experience of using social media to engage with an audience.

Appointment is subject to;

- Completion of the RSCM Safer recruitment process (including references and satisfactory completion of the RSCM's Confidential Self-declaration Form and Enhanced DBS check or equivalent). Safeguarding training to be completed once in post.
- Right to work in the UK

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.