

JOB TITLE	Project Officer: Hymnpact!®
APPOINTMENT	1.0 FTE – Fixed Term for approximately 1.5 years. The funding for this post runs until December 2025.
SALARY	£24,000 FTE
LOCATION	Flexible: RSCM office in Salisbury or working from home (or hybrid) by agreement.
HOURS	Standard Office hours are 9am to 5pm (35 hours pw). However, flexibility may be possible; 4 days a week may be considered for the appropriate candidate or other flexible models, including a job share. Occasional scheduled early evening work may be required by arrangement to facilitate communication with stakeholders.
REPORTS TO	RSCM Education Administration Manager

BACKGROUND

Hymnpact!® is an exciting 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 project is currently working with the dioceses of Salisbury and St Albans.

This new role is focused on providing the administrative support necessary for the delivery of 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 be responsible for the administration of the Hymnpact! Pathway Project, supporting the Education Administration Manager in ensuring the successful development, pilot testing and delivery of Phase 2.

Day to day responsibilities include:

- Project administration
- Managing key contacts at participating partner schools and churches
- Liaison with key contacts in dioceses and in diocesan Boards of Education
- Preparing agendas and reports for progress updates
- Gathering and collating data
- Arranging outreach visits to schools and churches
- Recruiting and liaising with project outreach workers
- Working with RSCM’s HR manager to arrange contracts for outreach workers

PERSON SPECIFICATION: SKILLS, EXPERIENCE AND COMPETENCIES

You have

- Confidence to build and maintain relationships with stakeholders.
- Administrative experience.
- Ability to focus your work on delivering agreed outcomes and objectives.
- Excellent organisational skills
- Experience of using MS Word, Excel, Outlook and Teams.
- Excellent written English and attention to detail.
- Experience in collecting data and presenting it in written form.
- Ability to work flexibly as part of a small team.
- Knowledge of basic safeguarding principles and willingness to learn and adhere to safeguarding policy.
- A positive attitude to work and be able to communicate with understanding and enthusiasm.

You can

- Work under your own initiative and be proactive in identifying tasks that require action.
- Communicate effectively and appropriately by phone and email, with a range of stakeholders.
- Juggle competing priorities effectively and meet deadlines.
- Build positive working relationships with colleagues.
- Work independently and effectively from home (if required).

You may have experience of

- Music with Key Stage 2 children.
- School and church environments.
- Other MS365 applications including Microsoft Forms.
- CRM systems (RSCM uses CiviCRM).
- Managing a budget.
- Using social media to engage with an audience.

Applicants will be in sympathy with the mission, aims and ethos of the RSCM.

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). 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.