

## Job description

<b>JOB TITLE</b>	<b>Awards Officer</b>
<b>APPOINTMENT</b>	1.0 FTE
<b>SALARY</b>	£25,000 FTE
<b>LOCATION</b>	Based in the RSCM Office in Salisbury (at least 3 days)/hybrid
<b>REPORTS TO</b>	Education Programmes Manager

### Context:

The *Voice for Life* Singing Awards are an activity of RSCM Education and form a means of assessing and affirming the progress of individual choral singers. The Awards are a part of the *Voice for Life* programme and are assessed both in-person at venues across the UK and remotely via Zoom. The Awards Officer's primary role is to plan and oversee the annual programme of *Voice for Life* Awards sessions, manage related systems and ensure that sessions are conducted safely and successfully according to RSCM policies and procedures. They work closely with the Chief Examiner, who has oversight of the Award syllabus and panel of examiners, and the Events and Education Assistant, who supports session administration. The role also includes administration of *Voice for Life Digital*; the online version of the *Voice for Life* training scheme.

### Specific aspects of the role:

#### *Voice for Life* Singing Awards

- To plan and oversee the annual programme of Awards sessions and training events.
- To oversee entry and session management systems, manage the flow of data between the centre and those involved in exams locally, and generate reports and statistics.
- To act as supervisor for online exam sessions (*very occasional out-of-hours and Saturday working may be required to facilitate online sessions, for which time off in lieu would be given*).
- To be the advocate for the Awards programme in internal conversations and planning, particularly in relation to marketing and communications.
- To work with the Chief Examiner to support the examiner panel and maintain and update training resources.

#### *Voice for Life* Digital

- To manage the enrolment of choir trainers and students, as required.
- To make minor updates to content, as requested.
- To respond to and/or triage enquiries.
- To be the advocate for the *Voice for Life* Digital in internal conversations and planning, particularly in relation to marketing and communications.

#### Other

- To complete other relevant tasks as appropriate to the role and post-holder's experience.

## **Person specification**

You have:

- A high level of proficiency in Microsoft 365, particularly Excel, and other appropriate IT packages (ideally including Sibelius music notation software)
- Some experience of content management systems, customer relationship management systems, and virtual learning environments
- A strong level of musical literacy and knowledge and understanding of musical language
- Experience of choral music as a singer and some knowledge of sacred choral repertoire
- Experience of undertaking music exams as a singer or instrumentalist
- A keen eye for detail
- Excellent written and verbal communication skills
- Knowledge of basic safeguarding principles and good practice

You are:

- Extremely well-organised and self-motivated
- A task-finisher, able to persist with completing tasks
- Able to analyse and manipulate data effectively and produce informative reports
- A quick learner with the ability to become familiar with new systems and processes efficiently
- Able to work effectively as part of a team, in an open-plan office environment
- In sympathy with the 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.*