

Job description

JOB TITLE	Education and Project Administrator
APPOINTMENT	1.0 FTE
SALARY	£25,000 FTE
LOCATION	Based in the RSCM Office in Salisbury (at least 3 days)/hybrid
REPORTS TO	Education Programmes Manager

Context:

The role of the Education and Project Administrator is to provide effective and flexible administrative and organisational support to several key RSCM departments, including Education (with a particular focus on projects and programmes supporting music leaders), Development, Membership and Safeguarding. As the RSCM celebrates its Centenary in 2027, the Education and Project Administrator will also have a pivotal role in ensuring good interdepartmental communication and co-ordination during this important period in the RSCM's history.

Specific aspects of the role:

Education

- To administrate the Church Music Skills distance learning programme, supporting new and continuing students and liaising with external tutors.
- To administrate the Emerging Leaders programme, including co-ordinating the annual recruitment cycle, arranging the programme of online sessions, organising residential courses and other training opportunities.
- To administrate other occasional events and continuing programmes for church music leaders, as required.
- To maintain and update relevant web pages.
- To be the advocate for music leadership programmes and projects in internal conversations and planning, particularly in relation to marketing and communications.
- To complete other relevant tasks as appropriate to the role and post-holder's experience.

Other

- To administrate projects and other discrete pieces of work in support of the wider work of the charity. This will include supporting the membership department, and the administration of safeguarding paperwork.
- To support the Development (fundraising) team and other colleagues in planning events and other gatherings; the RSCM's Centenary is in 2027.

Person specification

You have:

- 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
- Proficiency in Microsoft 365 and other appropriate IT packages
- Some experience of virtual learning environments
- 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 manage parallel workloads and deadlines effectively
- 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.