

Administrator

Job Purpose: To provide efficient support for Warwickshire Choristers in operational functions

Warwickshire Choristers is an open-access choral organisation consisting of three boys' choirs and a brand new junior girls' choir for 2020. It brings together all enthusiastic singers between the ages of 7 and 21 and teaches them the fundamentals of how to use their voices, to sing as part of a team and to perform and experience a wide range of repertoire.

This is an accomplished award-winning group with a fun atmosphere and the administrator forms an integral part of that award-winning team. We are seeking that organised and friendly Administrator to coordinate the variety of tasks needed to administrate a youth choir. The ideal candidate will have proven administrative capabilities, communication skills and an excellent eye for detail.

The successful candidate will be responsible for handling administrative tasks relating to the delivery of our rehearsals and concert programme, including event planning and management of volunteers, and communication with the parents, as well as providing general support to ensure the running of the choirs is successful. In addition, the role will include working alongside our Trustees to support the delivery of our marketing and recruitment strategy.

Reporting to: The Trustees of Warwickshire Choristers.

Location: Working from home and attending rehearsals/concerts

Key Responsibilities of the post:

- Agree and implement the programme of events with the Music Director
- Attendance at rehearsals and events, as required
- Communication (internal and external)
- Supporting recruitment of new members
- Financial administration
- Ensure sufficient volunteer cover for all events
- Production of risk assessments and event plans
- Record-keeping

The successful candidate will

- Be self-motivated, organised and efficient.
- Have excellent written and verbal communication with a friendly, approachable and professional manner
- Have an interest or background in arts and believe in the value of music making and education for young people
- Be able to manage and prioritise a varied workload
- Be flexible and adaptable
- Be computer literate
- Hold a driving licence

This is a freelance position based on a 0.4FTE role (720 hours) with an initial fee range of £22400-24650 depending upon experience, pro rata appropriately, responsible for own NI and Tax. The majority of hours will be during term time.

Application is by CV and covering letter to be emailed to trustees@choristers.org. We're happy to discuss any questions you might have about the role.

Tasks

- Events:
 - Liaise with Music Director to produce programme of events including regular rehearsals, trips, tours, singing days and concerts.
 - Liaise with event organisers
 - Identify and book venues, transport, accommodation.
 - Maintain planning record to share with volunteers
 - Put concert ticket sales on website and print report for concert
 - Ensure volunteers are fully aware of event requirements and have enough manpower
 - Record responses from parents regarding proposed attendance at events and chase non-responders
 - Produce and circulate registers and risk assessments
 - Provide lanyards for volunteers
 - Produce signs for raffles/refreshments etc.
 - Ensure up to date medical and contact details are available for event first aider
 - Ensure venue is suitably prepared for the type of event happening, for example, social distancing measures and safe hygiene practices are in place in the event of the current and any future pandemic outbreaks and Risk Assess accordingly.
- Financial Management
 - Liaison with Music Director to produce annual draft budget for Trustees
 - Liaise with professional fundraiser and treasurer
 - Financial transaction categorisation (bookkeeping)
- Communication:
 - Respond to phone and email communications (e.g. parent enquiries, membership queries, requests for concerts, etc.)
 - Produce and circulate to parents a weekly bulletin of upcoming events and information on MailChimp or similar
 - Produce and circulate letters for schools and other outside agencies/members of the public as required
 - Monitor, post and Administration roles for the parents Facebook page – ensuring only current parents are members and welcoming and joining-up new members
 - Produce termly newsletter for supporters and ‘friends’
 - Regular postings on public and parent FB page
 - Submission of information / reports / photographs to local media
 - Production of event publicity material (online and/or printed)
- Recruitment and Membership:
 - Seek opportunities for recruitment of new members
 - Maintain membership records
 - Update parent helper booklet, membership agreements, welcome booklet
- Safeguarding:
 - Carry out DBS Checks on adult helpers and choral team as required
 - Maintain a DBS list and check ‘Update Service’
 - Maintain the list of first aiders and keep a record of all incidents for the recommended time (4 years for adults and until the age of 21 for children)
 - Ensure sufficient adult cover for all rehearsals and events
 - Collating safeguarding information for events and tours
- Website:
 - Update text on website
 - Maintain up-to-date documents on GoogleDrive
 - Add events and tickets and produce a ticket sales report for events
 - Post CD orders received through the website