****

**Choir Coordinator**

**Job Description**

**Job Title:** Choir Coordinator

**Responsible To:** Head of Care Services

**Location:** Belfast Office – Eglantine Avenue and option for home based working

Weekly choir rehearsal – takes place in the Moravian Church, 1 University Road, Belfast.

**Hours:** 5 hours per week with additional flexibility needed for performances throughout the year which will be paid as additional hours.

Choir activities run from September to June each year.

**Contract**: Fixed term for 10 months

**Salary**: Level 3 / Points 32-37 / £9.43 per hour

**Overall Purpose of Post**

To provide support and coordination for the Cancer Focus Sing for Life Choir. The Sing for Life Choir meets every Monday evening for rehearsal from 6pm to 8.30pm in Belfast and performs at a range of events throughout the year. The Choir coordinator will be responsible for coordinating the logistical aspects of all performances and weekly rehearsals. Supporting the development of the choir including fundraising activities is also an essential aspect of this role.

**Key Responsibilities**

**Support for Choir Rehearsal and Performances**

* To provide support for the weekly choir rehearsal – this will include opening and locking up the building and ensuring refreshments are available
* Ensuring that the needs of choir members are met and to be present during rehearsal time.
* Liaising with Musical Director to ensure choir have up to date information and material available for rehearsals and performances
* Attending all performances throughout the year ensuring that the venue is set up appropriately for the choir and that any special needs of the choir are met.
* Organising transport to and from choir performances as appropriate
* Ensure that any cash generated in connection with the choir is banked in accordance with Cancer Focus NI cash handling policy

**Fundraising and Service Development**

* To work alongside the Musical Director to promote the activities of the choir and secure future bookings.
* Liaising with the choir committee about future bookings and updating them on choir developments.
* In conjunction with the choir and Cancer Focus personnel supporting a number of fundraising activities throughout the year to income generate for choir activities
* To promote the activities of the choir and to promote performances including content for social media

**Administrative Duties**

* Keep choir members up to date about choir activities by phone, in person and e mail
* Confirm bookings for Sing for Life choir and process invoices for choir performances
* Promote upcoming performances and liaise with venues
* Preparation of materials for rehearsals and performances
* Keeping records of numbers of performances and uptake of choir for care services databases.

**Other Duties**

* To promote existing Cancer Focus NI services e.g. Counselling, Nurseline, Support Groups, Family Support Service, Art Therapy and the Breast Care Fitting Service, as appropriate.
* Compliance with CFNI policies.



**Choir coordinator**

**Personnel Specification**

The Personnel Specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in completing the Application Form, each criterion listed in the specification, drawing upon all of your experience, whether in paid employment or on a voluntary basis.

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * 5 GCSE’s (or equivalent) at grade C or above including Maths and English | * Health Professional qualification |
| **Experience** | * Experience of facilitating a large group involving high levels of communication | * Experience of working with cancer patients * Experience of musical groups |
| **Skills** | * Organizational skills and excellent administrative experience * Good knowledge of Microsoft office software and outlook * Familiar with use of social media | * Some musical experience * Experience singing in a choir |
|  | * Excellent communication skills and ability to build good working relationships with individuals and organisations |  |
| **Personal Qualities** | * Warmth and empathy * Ability to work well within a team and ability to use own initiative |  |

**Applicants will hold a full, current driving license and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post.**

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

This post will have evening and weekend work as standard.