



JOB DESCRIPTION

CHOIR ADMINISTRATOR

The Farnham Youth Choirs' organisation comprises a Training Choir, a Junior Boys' and Junior Girls' Choir and the internationally acclaimed Farnham Youth Choir. The professional music team is supported by a management committee, a Friends of Farnham Youth Choir registered charity and an army of highly motivated volunteers.

The Administrator is the professional point of contact for the organisation.

THE SERVICES WE REQUIRE ARE AS FOLLOWS:

- Providing general administrative office support, including but not limited to the production of routine weekly parents briefings, general correspondence and reports, as required
- Receiving and responding to enquiries by telephone, email and in person. Assisting in the resolution of problems and referring as appropriate. Maintaining the friendly and professional image of the choirs at all times
- Providing administrative support for volunteers: producing materials, assisting with co-ordination of meetings and attending meetings where necessary. Establishing and maintaining a database of volunteers. Fostering good relationships with the parent body and deploying volunteer help as required to support choir activities. Please note: attendance at rehearsals is important as it provides the principal opportunity to build such a relationship with parents and volunteers. During term time, weekly rehearsals are held as follows:
 - Junior Boys' and Junior Girls' choirs: Mondays, 5.00 - 6.15 pm
 - Farnham Youth Choir: Wednesday 5.00 - 6.30 pm
- Serving as Executive Assistant to Musical Directors, including administration associated with concert planning. Providing support for Treasurer and management committee members
- Scheduling meeting spaces and maintaining activity calendar
- Other duties as needed

PERSONAL ATTRIBUTES:

- Ability to embrace and affirm the mission of the choirs in a friendly and professional manner
- Strong administrative and computer skills
- Excellent verbal and written communication, interpersonal and organisational skills
- Superior attention to detail and proof-reading skills
- Ability to balance and prioritise a variety of simultaneous projects - initiative, flexibility and resourcefulness is essential, whilst appreciating the importance of confidentiality and the sensitivity involved in working with young people and volunteers
- Ability to work independently, as well as part of a team, to ensure the most effective and efficient use of volunteer time
- Own car essential, plus facilities for home-based working
- A minimum of two years of administrative experience required
- An interest in choral music would be an advantage and would add greatly to the enjoyment and job satisfaction in this role

REWARDS:

This is an exciting time to join the Farnham Youth Choirs' organisation. They have just celebrated their twenty-fifth anniversary and are looking forward to the next phase in the choirs' developments.

- Satisfaction of being part of a vibrant and artistic group with high standards
- Opportunity to develop the role in line with the ethos of the choirs
- Salary circa £10K per annum for approximately 15 - 20 hours per week

TO APPLY:

Please send a CV with covering letter explaining why you are the right person to provide these services, to David Victor-Smith, by 19 February.

Email: davidvs@care4free.net

Or by post to: Mr David Victor-Smith
21 Firgrove Hill
Farnham
Surrey
GU9 8LH

Please note that in line with the Farnham Youth Choirs' safeguarding policy, this appointment is subject to a successful CRB check.