



## **Choir Schools' Association (CSA)**

### **General Secretary/Administrator**

**Part time/home based/circa £20k**

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#### **Introduction**

With the retirement of the Association's current Administrator in August 2021 and the retirement of the Information Officer soon after, the Choir Schools' Association is looking to combine these roles and create a new position which, under the guidance and direction of the Committee, will evolve to provide professional support to the Association and its members.

Even before the Covid-19 pandemic, the world of choir schools was changing and the Association believes this is an opportunity to recruit someone who will help it navigate the next few years and ensure it is not only on a strong footing for the future but will be a beacon for the unique education its members provide.

#### **Aims:**

The Choir Schools' Association:

*Supports and promotes choral music in the Christian tradition;*

*Promotes the values of choir school education, supporting choir schools and their heads;*

*Promotes singing locally, nationally and internationally.*

## **Structure of the CSA**

The 54 members of the Association fall into two categories: Full and Associate members.

### **Committee**

The committee is made up of:

#### Elected members:

Chair

Vice-Chair (currently there are two Vice-Chairs)

Treasurer

Divisional Chairs

#### Supported by:

Administrator

Information Officer

Director of Development

### **Divisions**

The members are divided into two Divisions (East and West) and each Division has a Chair. Divisional meetings are usually held twice a year, once at a member's foundation or school and once at the annual conference which is held just after the May Day Bank holiday.

## **Job Description**

**The General Secretary/Administrator will be an ambassador for the CSA and first port of call for anyone contacting the Association**

### **Administration**

- Undertake day to day administration
- Ensure member details are correct and up to date
- Organise regular committee and other meetings, prepare papers as necessary and take minutes
- Organise the annual conference (usually held in May) in conjunction with the relevant host

### **Financial Responsibilities**

- Collect annual subscriptions
- Be responsible for the Association's finances, liaising with the Treasurer and Accountants
- Manage day to day income and expenditure
- Administer the CSA Bursary Trust Fund
- Administer funds on behalf of the Music & Dance Scheme in conjunction with the Department for Education

### **Promoting CSA**

- Guided by the Chair and Committee develop a 5-year plan for the CSA

- Maintain the website and keep up to date
- Keep a presence on social media
- Create opportunities to publicise the work of CSA and liaise with the media
- Liaise with other national music/education bodies. CSA is a corporate member of: Incorporated Association of Musicians (ISM), Music Education Council (MEC), Music Teachers Association (MTA). Other relevant bodies include: Cathedral Music Trust, Cathedral Organists Association, Music Mark, Singing Network UK.

<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<p>Leadership experience</p> <p>Degree level qualification</p> <p>Evidence of involvement in relevant CPD</p>	<p>Bachelor's degree or above</p> <p>Other relevant professional qualifications</p>
<b>Experience and Knowledge</b>	<p>Excellent knowledge and understanding of Schools and the Anglican Church.</p> <p>Proven leadership and management experience</p> <p>Knowledge of Safeguarding and Child Protection of Young People</p>	<p>Practising Christian.</p> <p>Previous experience in an administrative role</p> <p>Worked within, or have an understanding of, a School setting or similar</p>
<b>Skills/Abilities</b>	<p>Build and maintain relationships through effective interpersonal skills</p> <p>Strong organisational and administrative skills</p> <p>Excellent communication skills to inspire and motivate others</p> <p>Think creatively to anticipate and solve problems</p> <p>Inclusive approach to working with others</p> <p>Ability to manage own time effectively</p>	<p>Supervising and directing others</p> <p>Experience of handling a wide range of enquiries and an excellent telephone manner</p> <p>Experience of Information Management Systems and website design</p>

	<p>Motivate and inspire confidence in Head Teachers, Church leaders and the wider community in order to further develop and promote CSA</p> <p>Good IT knowledge in Microsoft Office applications to include Word, PowerPoint, Excel, Social Media and website management.</p>	
<b>Aptitude</b>	<p>Naturally demonstrate a 'can do' helpful attitude</p> <p>Maintain a sense of perspective and humour when working under pressure</p> <p>Reliability, integrity, resilience and tenacity</p> <p>Commitment, honesty and dedication</p> <p>Love of choral music</p> <p>Share the CSA's values and vision</p>	
<b>Circumstances</b>	<p>Able to work flexibly from home; some earlier starts, evenings and weekends will be required.</p> <p>A strong commitment to support the work and vision of CSA.</p>	Able to drive
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<p>Understands the requirements of safeguarding children, young people and vulnerable adults</p> <p>Willingness to stay abreast of developments and changing legislation around safeguarding and communicating this to members</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children</p>	

	and young people	
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity	

## Remuneration

The work undertaken for the Department for Education in administering the Music and Dance Scheme is on a self-employed basis.

The work for the CSA will also be undertaken on a self-employed basis.

All reasonable travel and administrative expenses will be paid by the Association.

## Applications

Applications should include a letter stating why you think you are the right person for this role, a CV and the name and contact details of two referees.

Please send to:

Neil Chippington, Chair of the Choir Schools' Association  
[info@choirschools.org.uk](mailto:info@choirschools.org.uk)

**Closing date: Monday 19 July.**

Interviews will be held virtually or in person week beginning 26 July.

## Brief history of the CSA

The story of choir schools stretches back many centuries. More than half the Association's full members were founded before 1600 with chorister education starting at King's School Rochester in 604AD. Alan Mould's *The English Chorister* (<https://www.amazon.co.uk/English-Chorister-History-Hambledon-Continuum/dp/1847250580>) is a meticulously written chronicle of the choral tradition up to 2007.

CSA's own story began just over a century ago in 1918 when three choir school heads met to discuss the threat of proposed legislation that could forbid the employment of chorister age children. The following year all the heads of Anglican foundations were invited to attend the first meeting of the newly formed Choir Schools' Association. However, it wasn't until the 1970s that Roman Catholic choir schools were admitted to membership.

Early records of the Association's deliberations were either destroyed or lost during WW1 and for many years this small, friendly group of choir school heads would meet for a good lunch and a snooze on the train back to school!

Most choir schools were independent preparatory schools at the time but a serious warning that a future Labour government would implement a 'death sentence' kicked them into action. Labour did win the General Election in 1974 but were persuaded of the immense contribution that the choral tradition made to the Nation.

Over the years the Association lobbied government with great success and in 1991 became part of the government's Music and Ballet (now Dance) Scheme to help chorister parents in need of financial support. This continues to be administered by CSA as part of its Bursary Trust Fund.

Further government support in 1999 helped pioneer chorister outreach work in local primary schools in and around Truro. The format was adopted by the government for its National Singing Programme (Sing Up) from 2007-11 and The Chorister Outreach Programme (COP) reached thousands of children through more than forty nationwide programmes to boost singing in primary schools. Up to lockdown most of these very successful projects were still delivering valuable support to local children. Some moved online while others look forward to restarting very soon.

CSA celebrated its Centenary with a very special Evensong in St Paul's Cathedral, bringing together choristers from its three founders: King's College School, Cambridge, St Paul's Cathedral School and Westminster Abbey Choir School. They were joined by the girl choristers from Salisbury in recognition of that cathedral's ground-breaking decision to introduce a girls' top line in 1991.

## **Appendices:**

[CSA Constitution](#)

[Conditions of Membership](#)

*June 2021*