Choir Schools' Association

Administration roles: job descriptions and supporting information

November 2024

About us
The Choir Schools' Association exists to promote and support the education and wellbeing of choristers. We have three main roles:

- We are a **Membership Association** for schools, cathedrals and churches who wish to support the young people in their choirs through networking, support and sharing best practice
- We are a **Grant Making** organisation providing means-tested bursaries to families to assist with school fees and supporting our members with initiatives to enhance their choristers' experience
- We are an **Information Hub** for families wishing to find out more about becoming a chorister, for the media, for government and for partner organisations working in the worlds of choral music and education

The opportunity

Following a recent strategic review and the appointment of a new Executive Officer to support the Trustees in their running of the Choir Schools' Association Charitable Trust we are now looking to fill the following additional administrative roles on a self-employed, freelance basis:

Administrator

(home-based; part time, 0.3FTE; worked over minimum 4 days/week)

Responsibilities

- Manage info@choirschools.org.uk inbox with regular checks (ideally daily during term time), responding directly to queries or forwarding to Executive Officer/Committee as required.
- Manage and maintain CRM database, with a range of contacts for each member organisation (e.g. Heads/Boarding Staff/Cathedral & School Directors of Music/Precentors etc) conducting an annual membership update

Choir Schools' Association

- Manage all correspondence with members including sending out a regular e-newsletter, subscription invoices (working with the Finance Administrator), administration for conferences, training and annaul composition competition
- To attend and minute Committee Meetings (usually in central London) and other administrative duties as required
- To undertake basic website maintenance (adding news articles/changing contact details) and posting on social media as requested by Executive Officer or Committee
- To support the organisation of the annual conference as required, working with the host school
- To attend the annual conference in person to support delegates, host school and cathedral/foundation as required.
- To manage an online shared area providing access to resources, templates and minutes for the Committee

Person specification

Essential
Administrative experience, including arranging and minuting meetings
Ability to work on own initiative
Clear, accurate writing style
Good attention to detail
Confident with Microsoft 365, CRM databases and e-newsletters
Commitment to equality, diversity and inclusion

Desirable
Experience of working in the education or charity sector
An interest in choral music and the role of the chorister
Experience of basic website maintenance and social media scheduling

Average hours (10.5/week)
Salary £10,500 p/a, to be invoiced in monthly in arrears (£35k FTE)

Choir Schools' Association

Finance Administrator

(home-based; part time, 0.2FTE; worked over minimum 2 days/week)

Responsibilities

- Manage cashflow, monitoring bank account and keeping Chair and Treasurer informed and chasing unpaid invoices as required
- Act as the principal point of contact for bursary enquiries, logging and filtering all enquiries and sending to Bursary Administration Ltd (BAL).
- Manage ongoing bursary applications and prepare list of recommended awards for committee
- Manage additional grant schemes as required, receiving applications, preparing packs for committee decision making and communicating awards to successful applicants
- Support Treasurer with preparation of accounts for audit, complying with SORP/Charity Commission guidelines and timely submission to Charity Commission

Person specification

Essential

Bookkeeping experience
Managing online banking
Excellent attention to detail
Confident user of Microsoft 365, particularly Excel
Commitment to equality, diversity and inclusion

Desirable

Experience of working in the charity sector or a school finance department
Knowledge of SORP requirements for charity accounting
Knowledge of good practice in grant making and the provision of means-tested financial support

Average hours (7/week)
Salary £5,000 p/a, to be invoiced in monthly in arrears (£25k FTE)

Both roles will require an enhanced DBS check and for the postholders to undertake regular safeguarding training.

Choir Schools' Association

How to apply
Please send a CV and covering letter which explains why you think you are the right person for the role with the name and contact details of two referees.

If you are interested in taking on the responsibilities of both the Administrator and Finance Administrator in combination, we would be open to this possibility – please make this clear in your covering letter.

Please send to: Yvette Day, Chair of the Choir Schools' Association
recruitment@choirschools.org.uk

Closing date: Wednesday 8th January 2025
Online interviews will be held during week commencing 13th January 2025